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ABSTRACT

This annotated bibliography represents a compilation of nonformal education programs. Included are Agency for International Development (AID) reports and documents and other materials covering the work of international agencies and various other organizations and individuals. The materials are classified under four main headings. They are: (1) Definition and Scope, (2) Function, (3) Delivery Systems, and (4) Target Areas. The purpose of the bibliography is to assist the AID technician in the task of developing peoples capacities by pinpointing and concentrating on their most urgent social and economic problems. It is felt that this can be accomplished outside the realm of formal education by utilizing nonformal education. Nonformal education encompasses learning and development of skills (1) in the home, (2) in youth or adult activities; (3) in military training; (4) in social and political organizations; (5) on the job in private industry; and (6) in special government, foreign aid, or United Nations training projects. Nonformal education is thought to be increasingly important in developing nations where school costs are prohibitive, and there is an urgent need for adult education to teach family planning, better farming techniques, and training in new skills. (Author/JS)

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NON-FORMAL EDUCATION

A Selected List of References for A.I.D. Technicians

Prepared by
Office of Education and Human Resources
Bureau for Technical Assistance
in cooperation with
A.I.D. Reference Center

Agency for International Development
Department of State
Washington, D. C. 20523

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NON-FORMAL EDUCATION BIBLIOGRAPHY

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INTRODUCTION

While AID reports and documents are important elements in this bibliography, other materials covering the work of international agencies and various other organizations and individuals are included. This bibliography reflects a large measure of the experience which has been accumulated on programs now being called "non-formal education." AID is grateful for the assistance rendered by the many offices, bureaus and departments of the Federal and state governments, universities, and private agencies in connection with the development of this bibliography.

The Meaning of Non-Formal Education

AID is giving top priority in the field of manpower and educational planning to non-formal education. Skills and knowledge are derived in part through formal education in primary and secondary schooling and higher education institutions. However, outside of this formal learning structure lies what may be called non-formal education: learning and development of skills in the home and in youth or adult activities; in military training and in social and political organizations, on the job in private industry; and in special government, foreign aid or United Nations training projects.

Indeed, after man learns to read and write, and if possible finish his formal schooling, a great deal if not most of his improvement of skills and knowledge comes from the radio, newspapers, television, and from many other delivery systems. This is particularly true in the developing nations where in the majority of cases, costs for schools are increasing faster than enrollments and faster than national income.

Added to the problem of costs of school construction and teacher training, there is the urgent need for adult education to teach family planning, better farming techniques to feed rapidly expanding populations, and to train mature hands in new skills for everything from light industry to civic administration and homemaking. A very large proportion of children now being born will have little or no formal education at all. Their main chance for learning will be through some kind of non-formal education. In the past decade, most external assistance has been channeled into formal education, while non-formal education and training have been largely neglected. It would appear now that greater attention to non-formal education might be much more productive.

Developing the capacities of people is a life-time process, but by pin-pointing and concentrating on their most urgent social and economic problems, their development should proceed at a faster pace. This bibliography has been prepared to assist the technician in this

important task. Because the term non-formal may apply to every kind of instruction outside the formal education framework, it has been difficult to define and de-limit the field. It was decided that the most practical and useful guidance to the research might be to organize the bibliographic listings under the main heads of Definition and Scope, Function, Delivery Systems, and Target Areas. Items dealing with non-formal teaching in the United States and other industrialized nations have been included if it was thought to be applicable in newly developing countries.

GUIDES TO USE OF THIS BIBLIOGRAPHY

1. The first point of reference should be the Table of Contents to see if the subject of particular interest is shown. Additional information about the topics covered in individual publications is provided by the annotations.

2. For a preliminary statement on AID's definition of non-formal education, see AIDTO Circulars NESA A-2283, 10/15/70, Latin America, A-2318, 10/20/70; Africa, A-2382, 10/28/70; and East Asia, A-2525, 11/14/70.

3. For a detailed inventory of what one nation is doing in the field of non-formal education, see the UNESCO report Planning Non-Formal Education in Tanzania by Jane King. This is an early attempt to define the field; it describes how Tanzania is making substantial progress by employing practical programs for the productive use of educational resources outside the formal school system.

4. The documents listed in the Definition and Scope Section at the beginning of this bibliography are regarded as being particularly important in providing orientation on non-formal education.

HOW TO OBTAIN DOCUMENTS

LOANS

Documents having ARC Catalog numbers as a part of their listing may be used in or borrowed by AID/Washington staff members from the AID Reference Center, room 1656, New State. Documents bearing State Department library catalog numbers may be obtained from that library's reference desk located in room 3239, New State.

AID staff members overseas should send requests for materials through their technical backstop office. The backstop office will consult with the AID Reference Center as to the best means of making the materials available. All materials should be returned through the backstop officer to the Center.

AID Reference Center materials are primarily for use by the AID staff. Materials may be used for reference by non-AID staff in the Center.

RETENTION COPIES

Staff members of AID and other international organizations working in the technical assistance field should make requests for retention copies directly from the originating mission or agency.

Materials issued by private individuals, commerical publishers, and foreign governments must be obtained directly from the original publisher or a commercial bookseller.

Materials from National Technical Information Service

If the originating government agency does not have distribution copies of a publication, and if the publication has an NTIS order number as a part of the listing in this bibliography, then copies may be ordered on a regular purchase order from the National Technical Information Service, formerly the Clearinghouse for Federal Scientific and Technical Information. Orders for these documents should be addressed to:

National Technical Information Service
Springfield, Virginia 22151

Orders should list the author, title, publisher or sponsoring agency, and most important of all, the order number.

All documents ordered from the National Technical Information Service which are up to 300 pages in length are priced at $3.00 for each paper copy and 95 cents for each microfiche copy. The cost of paper copies of documents of more than 300 pages may be obtained by writing NTIS. There is an extra service charge of $3.00 per document for reports which are more than two years old.

Ordering or Examining ERIC Documents

Many of the listings included in this bibliography have a source designation "ERIC Accession No__ " or "ERIC Order No__" Either of these designations indicates that the document to which it refers may be used in the Educational Resources Center which is a part of the Office of Education Library in the U.S. Department of Health, Education and Welfare located at Fourth St. and Maryland Ave., N.W., Washington, D.C.

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When ordering from the ERIC Document Reproduction Service, the following information should be furnished:

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Microfiche reproduction is on a 4x6 inch sheet of film with up to 70 images, each representing an 8x11½ inch sheet of paper. Microfiche readers, available from many manufacturers, are required to enlarge the images for reading purposes.

Payment must accompany orders totaling less than $10. The ERIC Document Reproduction Service is registered to collect sales taxes for Maryland orders, if applicable. There is an extra charge for foreign postage.

NOTICE

ERIC PRICE CHANGES

As this bibliography was being sent to press, information was received about a new price schedule for publications available from the ERIC Document Reproduction Service. Disregard the prices quoted in the listings of ERIC documents. Microfiche of each publication cost 65 cents regardless of the number of pages. There is a sliding scale of charges for paper copies: 1-100 pages $3.29, 101-200 pages $6.58 and 201-300 pages $9.87.

Definition and Scope: Non-Formal Education Adult Education

Coombs, Philip H., THE WORLD EDUCATIONAL CRISIS: A SYSTEMS ANALYSIS. 1968, 241 p. Oxford University Press, Inc., 1600 Pollitt Drive, Fair Lawn, New Jersey. 07410. Price: Hard-cover $6.00; Paperback $1.75.
ARC Catalog No. 370.1933, C775.
U.S. Department of State Library No. LA 132, C63.

Most of the book deals with formal education. However, Chapter V, "Nonformal Education: To Catch Up, Keep Up, and Get Ahead," traces some of the history and background of out-of-school education. It cites the earlier work of Professor Harold Clark, Columbia University, who found there were three informal education systems: private business, military and private voluntary organizations. Discusses scattered sponsorship and administration, major "shadow" systems of education, the needs of the developing nations for non-institutional education, and the common needs of all nations.

Definition & Scope: Non-Formal Education

Tanzania

Literacy

Adult Education

Agriculture Extension

King, Jane, PLANNING NON-FORMAL EDUCATION IN TANZANIA. African Research Monograph No. 16. 1967, 40 p. International Institute for Educational Planning, UNESCO, 7 rue Eugene-Delacroix, Paris 16. Order from UNESCO Publications Center, P.O. Box 433, New York, N.Y. 10016. Price $1.50.
U.S. Department of State Library Catalog No. AS4 U514. No 16.
ARC Catalog No.

Reports on how one country, Tanzania, has undertaken significant activities in the realm of non-formal education and draws conclusions on how any developing country can consider similar practical programs for the productive use of educational resources outside the formal system for national development. Analyzes the logic and describes the motivation for extending educational planning beyond the schools and universities to include such development-oriented activities as special training for farmers and industrial workers, in-service training for teachers and civil servants, and work-related literacy programs.

Definition and Scope : Non-Formal Education Adult Education

Lengrand, Paul, "Perspectives in Lifelong Education," an article in the UNESCO CHRONICLE, Vol. XV, No. 7-8, July/August, 1969, p. 251-259. UNESCO Publications Center, P.O. Box 433, New York, N.Y. 10016. Single copy 30 cents.
ARC Catalog No. 374,L566.

Prepared by a member of the Department for the Advancement of Education, UNESCO, this is an analysis of some of the implications of lifelong education and the need to develop a new style of real education especially in the emerging nations. Emphasizes the need for training which will allow people to rise to their full stature and devote all their energies to new solutions when they are discouraged and frustrated when their views and theories are contradicted by the course of events.

Definition and Scope: Non-Formal Education

McCall, W. Steen, NON-FORMAL EDUCATION: A DEFINITION. November 23, 1970, 8 p. Office of Human Resources, Bureau of Technical Assistance, AID/Washington.
ARC Catalog No. 370, M 122.

This paper was prepared to help guide AID planners by analyzing the various concepts of non-formal education. McCall describes formal education as pertaining to the regular, graded school system, whereas non-formal education refers to the entire range of learning experience outside of the regular, graded school system. He indicates that in most developing countries non-formal education's role in generating skills, influencing attitudes, and moulding values is of equal if not greater importance than formal schooling.

Definition and Scope: Non-Formal Education Latin America

PROPOSAL FOR A GRANT-IN-AID UNDER THE AGENCY FOR INTERNATIONAL DEVELOPMENT INSTITUTIONAL GRANTS PROGRAM. PIO/T No. 931-11-690-121-73-3100021, June 16, 1970, 10 pp. Education and Human Resources Division, Bureau for Technical Assistance, AID/Washington.
ARC Catalog No. LAT 378.8, U58.

Describes a $600,000 grant to the University of California, Los Angeles, Latin American Center, to run for five years for the purpose of developing a special multidisciplinary competence for analysis of effective alternatives to processes of traditional education. It will cover such areas as education, economics, anthropology, law, psychology, political science, and urban studies.

Definition and Scope: Non-Formal Education

SELECTED BIBLIOGRAPHY ON NON-FORMAL EDUCATION. March, 1971, 5 p.
UNESCO, Regional Office for Education in Africa, 12, Avenue Roume,
Dakar, Senegal.
ARC Catalog No. 016.374, U 58,

This unannotated bibliography of 57 publications was specially prepared for AID by the Director of the UNESCO Regional Center in Dakar. It contains references printed in French and some in English that have proven particularly related to non-formal education activities in Africa. Subjects covered include: adult education, social development, community development, new educational media, literacy and civic education.

Agricultural Extension Training
4-H Clubs

Youth Programs
Agricultural Development

Eure, W. W., "4-H International Programs." Reprint from INTERNATIONAL EDUCATIONAL AND CULTURAL EXCHANGE, Spring 1967, p. 33-40. National 4-H Club Foundation, 7100 Connecticut Ave., N. W., Washington, D. C. 20015 ARC Catalog No. 630.717 E89,

Describes youth exchanges under 4-H Club-sponsored International Farm Youth Exchange. Explains three other international programs the 4-H Club organization has initiated: International Service Project, 4-H Teen Caravan, and Rural Youth Leader Observation and Study Program.

Agricultural Extension Training
General

Training Methodology
Malawi
Adult Education
Youth Programs

Bradfield, D.J., GUIDE TO EXTENSION TRAINING. 1966, 170 p. Food and Agricultural Organization of the United Nations, Rome. Available from UNIPUB, Inc., P.O. Box 433, New York, N.Y. 10016. Price $2.00. ARC Catalog No. 630.715, B799 a.

The aim of this manual is to provide a guide for the pre-service and in-service training of agricultural extension personnel. It should also be useful for community development workers, home economists, health education personnel, and others who can utilize extension techniques in their work. Contains chapters dealing with nutrition, extension principles, extension as an educational force, social and cultural factors in extension, planning and evaluation of extension programs, programs for young people, and the role of farm institutes and district training centers.

Brazil
Agricultural Extension Training Rural Development

General

A EXTENSAO RURAL NO BRASIL (RURAL EXTENSION IN BRAZIL). (in Portuguese) September 1970, 130 p. Associacao Brasileirade Credito e Assistencia Rural, Rio de Janeiro, Brasil
ARC Catalog No. BR 630.715, A849.

This is a profile of rural extension in Brazil, starting with the history and implementation of the concept in various parts of the world, describing the origin of the system in Brazil, methodology adopted and contribution to the process of national development.

Agricultural Extension Training

General

FIFTY YEARS OF COOPERATIVE EXTENSION, 1914-1964. Undated, 12 p. Federal Extension Service, U.S. Department of Agriculture, Washington, D. C. 20250.
ARC Catalog No. US 630.715, N 818.

A capsule history of the origin and development of the agricultural extension service in the U.S., its role in improving farm output to its present capacity through depression and the war years and the efficacy of the demonstration technique in propagating agricultural information and education.

Agricultural Extension Training
General

Vietnam

Adult Education

Agricultural Extension

Gee, Janet G and Mary Anglemyer, editors, VIETNAM AGRICULTURE: A SELECTED ANNOTATED BIBLIOGRAPHY. February, 1970, 58 p. Prepared by the Agency for Resources Inventories, U.S. Army Corps of Engineers, for the Bureau for Vietnam, AID/Washington.
ARC Catalog No. VS 016.30, E 57.

A bibliography with thirteen sections covering agricultural economics, rural sociology, credit and cooperatives, farm equipment, food and human nutrition, foreign aid programs, land reform, products, animal and plant sciences, fish and fisheries, forestry, rice, soils, and fertilizers.

India
Audio Visual: General

Agricultural Extension Training
General

GUIDE FOR VILLAGE WORKERS. June 1955, 57 p. Government of India. Reprinted by and available from Office of International Extension, United States Department of Agriculture, Washington, D.C. 20250. Free.

This manual tells how to use four basic extension principles and 21 teaching methods for best results. The information, which is based on successful experiences in India, can be applied in any country. The manual makes generous use of graphics throughout the study.

Agricultural Extension Training Adult Education
General

Wilson, Meredith C. and Gladys Gallup, EXTENSION TEACHING METHODS AND OTHER FACTORS THAT INFLUENCE ADOPTION OF AGRICULTURAL AND HOME ECONOMICS PRACTICES. May 1954, 80 p. Federal Extension Service, U.S. Department of Agriculture, Washington, D.C. 20250. Free.

The authors discuss the ways in which extension teaching links sources of information to farm homes. They present various methods of extension teaching indicating that motivation is a basic factor to both learning and teaching. The authors state that despite some limitations such as the lack of equipment, clerical help, etc., the extension medium reaches a large number of people, and influences changes in farm practices at relatively low cost.

Agricultural Extension Training Adult Education
Homemaking

FOOD FOR FAMILIES: SUGGESTIONS FOR TRAINER-AGENT, No. PA 743. September 1966, 26 p. Division of Home Economics, Federal Extension Service, U.S. Dept. of Agriculture. For sale by Superintendent of Documents, U.S. Government Printing Office, Washington, D.C. 20402. Price per 10 copies, $1.40; per 100, $14. ARC Catalog No. 641.107, C998.

This pamphlet contains instructional outlines for use in training underprivileged families in the choice, purchase, use and preparation of food to improve family meals within the context of differing needs and situations.

Agricultural Extension Training
Homemaking

HANDBOOK FOR HOME ECONOMICS PROGRAM ASSISTANTS. FEDERAL EXTENSION SERVICE NO. PA-680. November 1965, 31 p. Order from: Superintendent of Documents, U.S. Government Printing Office, Washington, D.C. 20402. Price 25 cents.

This handbook lists job criteria for program assistants and provides guidance on how to keep records about the families and how to be accepted by them. It also makes suggestions on maintaining homemaker interest and on evaluating one's own success in achieving program objectives.

Agricultural Extension Training
Homemaking

Lee, Dorothy J., A STUDY OF ADULT HOMEMAKING EDUCATION IN WASHINGTON, D.C. June 1962, 28 p. Howard University. 2401 Sixth Street, N.W. Washington, D.C. 20001.
ERIC Accession NO. ED 017 828.

This study was made to assess the value of the existing homemaking education program in 19 centers in Washington and to recommend changes. It was found that the courses given at most centers were adequate, but the course most wanted in "consumer education" was not offered in any of the centers. The study recommends that the public schools offer the desired courses at more locations and that there be more coordination among agencies concerned with homemaking education.

Agricultural Extension Training — Jordan
Homemaking

Stevens, Lorene, HOME ECONOMICS IN JORDAN'S AGRICULTURAL EXTENSION PROGRAM. Project No. 78-11-042. 1960, 33 pp. USOM/Amman, Jordan ARC Catalog No. JO 640.714, S844.

This is a well-illustrated report by the Home Economics Advisor in training leaders to help the people of more than 600 villages to help themselves make their homes and villages better places to live. Includes sections on clothing, foods and nutrition, handicrafts, nursery schools, agriculture, club work and participant training.

Agricultural Extension Training
Homemaking

Strow, Helen and Amy Cowing, SEEING IS BELIEVING: HOW TO CONDUCT CONVINCING DEMONSTRATIONS. January 1960, 12 p. Division of Extension Research and Training, Federal Extension Service, U.S. Department of Agriculture, Washington, D.C. 20250. Free.

This illustrated booklet shows how a well-planned lecture-demonstration program can, according to the authors, succeed anywhere in the world. Sample pictures are from actual USAID programs in the Near East, South Asia and the Far East.

Agriculture Extension Training
Homemaking

THE VISITING HOMEMAKER. A SUGGESTED TRAINING PROGRAM. Report Number OE-87002. 1964, 21p. Office of Education, Washington, D.C. ERIC Order NO. ED 013 310. Microfiche 25 cents, paper copy 92 cents.

This report consists of guidelines which provide resource material for visiting homeworkers in a local training program. The visiting homemakers assist families during illness or other emergencies in order to keep family life as normal as possible.

Agricultural Extension Training
Improving Farming Techniques

Communications Media
Publications for Development
Agricultural Development
Adult Education

BETTER FARMING SERIES. English Edition, 1970. Food and Agricultural Organization of the United Nations, Rome. Order from UNIPUB, Inc., P. O. Box 433, New York, N. Y. 10016. Price $0.25 per document
ARC Catalog No.

Twenty-three titles have been published in this series, designed as handbooks for intermediate level agricultural education and training. These manuals were originally published in French by the Agri-Service-Afrique of the Institut Africain pour le Developpement Economique et Social (INADES) in 1967. They were prepared for use in group instruction or individual study. Utilizing simplified English and basic diagrammatic illustrations, the information should be readily understood by new literates in the developing countries.

1. The Way to Work: The Living Plant. 27 p.
2. The Plant - The Root 30 p.
3. The Plant - the Stem 18 p.
4. The Plant - the Leaf 30 p.
5. The Plant - the Flower 31 p.
6. The Soil - Man and the Soil 24 p.
7. The Soil - How the Soil is Made Up 32 p.
8. The Soil - the Living Soil - Working the Soil 24 p.
9. The Soil - Working the Soil (continued) 30 p.
10. The Soil - Conserving the Soil - Improving the Soil 30 p.
11. Animal Husbandry - Introduction 28 p.
12. Animal Husbandry - Feeding Animals 32 p.
13. Animal Husbandry - Looking after Animals - How Cattle Reproduce 31 p.
14. Animal Husbandry - What Cattle Produce 24 p.
15. Keeping Chickens 48 p.
16. Food Crops 56 p.
17. Market Gardening 56 p.
18. The Oil Palm 40 p.
19. Groundnuts 40 p.
20. Upland Rice 30 p.
21. Wet Paddy or Swamp Rice 40 p.
22. Cocoa 32 p.
23. Coffee 36 p.

Agricultural Extension Training Agricultural Extension
Marketing

Abbott, J. C., MARKETING PROBLEMS AND IMPROVEMENT PROGRAM: FAO MARKETING GUIDE NO. 1. 1966, 203 p. Food and Agriculture Organization of the United Nations. Available from UNIPUB, Inc., P. O. Box 433, New York, N. Y. 10016. Price $2.50.

The purpose of this guide is to promote a better understanding of marketing, to bring about a wider appreciation of its significance, and to indicate ways in which existing marketing practices may be improved. The main elements in marketing and their part in the marketing system are explained in Chapter II. Chapter III notes some of the major problems in developing countries, together with ways in which they are being tackled. Methods of introducing improvements are the subject of Chapter IV. This guide is intended to be of practical assistance to marketing advisers and administrators, to marketing organizations, and to state, co-operative or private concerns handling agricultural produce.

Business Training: In-Service Peru

Fritsch, William R., PROGRESS AND PROFITS: THE SEARS ROEBUCK STORY IN PERU. 1962, 80 p. Action Committee for International Development, Inc., 1500 Massachusetts Avenue, N.W., Washington, D.C. 20005. Out of print; available only in A.I.D. Reference Center.
ARC Catalog No. PE 338.0985, F 919.

A story of American industry investing in Latin America, and the contribution of U.S. private firms (eight Sears stores in particular) to international development. One chapter describes the training of Peruvians eventually to take over the jobs of the Americans in the stores.

Haviland, H. Field, CIVIC EDUCATION PROGRAMS IN THE LESS DEVELOPED COUNTRIES. May 1970, 56 p. Prepared for the AID-sponsored Seminar on Civic Education and Development, Fletcher School of Law and Diplomacy, Tufts University, Medford, Mass. 02155.
ARC Catalog No. 370, S 471c.

The civic education system in Chile is examined in detail and supplementary references are made to India and Ghana. The author gives his suggestions as to how "to prepare citizens, at various levels of sophistication, to participate effectively in the civic system of their society." Civic education in primary, secondary, and university institutions is examined. Additionally, other channels of civic education are discussed. These include the role of the economic elite, organized labor, the poor, political parties, and government.

Haviland, H. Field, PROPOSED AID PROGRAM FOR CIVIC EDUCATION. June 1970. 56 p. Prepared for AID/Washington by the Fletcher School of Law and Diplomacy, Tufts University, Medford, Mass. 02155.
ARC Catalog No. 370, S 471.

A summation of the AID-sponsored Seminar on Civic Education and Development which was held in May 1970 at Tufts University and was jointly administered by the University's Fletcher School of Law and Diplomacy and the Lincoln Filene Center for Citizenship and Public Affairs. The report notes that the intent of the U. S. Congress as legislated in Section 207 of the Foreign Assistance Act of 1969 is to encourage popular participation as an essential part of development.

Lavin, Bernard J., THE CURRENT UNITED STATES APPROACH TO CIVIC EDUCATION IN THE LESS DEVELOPED COUNTRIES. April 1970, 16 p. Out of Print; loan copies available from: Foreign Affairs Research Documentation Center, Office of External Research, Room 8642, U.S. Department of State, Washington, D.C. 20520. Document Order No. FAR 11981.

Prepared for the Senior Seminar in Foreign Policy of the Foreign Service Institute. A brief study of the roles played by AID, USIA, Peace Corps and the Department of State in civic education for the developing nations. Describes the activities of these agencies in El Salvador, India, Thailand and Nigeria, and recommends that a more specific program be initiated for the emerging countries.

LOCAL GOVERNMENT TRAINING. 1968, 134 p. Public Administration Division, Department of Economic and Social Affairs, United Nations, New York, N.Y. 10017. Sales No.: E.68. II.H. 2. $2.50. ARC Catalog No. 352.0007, U58.

A comparative analysis of local government training programs in the developing nations for use by officials in organizing training of government employees at the local level. This document supplements "The Handbook of Training in the Public Service" (UN Sales No.: 66. II. H.L) and contains chapters on overall training, training for principal classes of personnel, training of elected village council members and use of correspondence studies. There is a final chapter on problems of method and operation which discusses briefly a number of non-formal methods of training.

Harrison, Roger and Richard L. Hopkins, "The Design of Cross-Cultural Training: An Alternative to the University Model", THE JOURNAL OF APPLIED BEHAVIORAL SCIENCE. Vol. 3, No. 4, 1976, 28 p. Order from The Journal of Applied Behavorial Science, NEA, 1201 Sixteenth Street, N.W., Washington, D.C. 20036.

This article defends university-based training while emphasizing the need for non-formal education, stating that the so-called dissatisfaction with universities is with the ways in which some subjects are taught. The authors contend that preparing persons for overseas work must be tailored to individual needs and expectations depending upon areas of assignment. In this article they present both sides of formal and non-formal education and present some criteria for successful training.

Cultural Context of Development

A WORKSHOP IN CROSS-CULTURAL COMMUNICATIONS. Reprint from JOURNAL OF HOME ECONOMICS, Vol. 62, No. 3, March 1970, p. 172-176. American Home Economics Association, 1600 Twentieth St., N.W., Washington, D.C. 20009.
ARC Catalog No. 640.714, A141.

The three papers presented here were originally read at the Cross-Cultural Communications Workshop sponsored by the School of Home Economics of the University of Missouri from July 8-11, 1969:

(a) Abell, Helen, "Is it a Concern of Our Time?"

(b) Cebotarev, Eleanora, "As it is - in Latin America."

(c) Strow, Helen, "Importance of a Supportive Organization."

Diffusion of Innovations

India

Communications Media

Family Planning

Agricultural Extension

Kivlin, Joseph E., Prodipto Roy, Frederick C. Fliegel and Lalit K. Sen, COMMUNICATION IN INDIA: EXPERIMENTS IN INTRODUCING CHANGE. Research Report No. 15. May, 1968, 56 p. Michigan State University and the National Institute of Community Development, Hyderabad, 30, India. Rupees 4.00. ARC Catalog No. IN 301.24, K 62.

This is the third Indian report of the Diffusion of Innovations Project carried out by Michigan State University under a grant from AID/Washington, to measure the results of communication treatments designed to promote adoption of innovations in agriculture, health and family planning. Discussed are the background of village surveys, the analysis-knowledge trial and adoption stages of practices, and analysis-variables associated with adoption. The media used in promoting the adoption of practices were radio farm forums and literacy classes, with the former proving to be the more effective method.

Diffusion of Innovations

Meierhenry, W. C. (Editor), MEDIA AND EDUCATIONAL INNOVATION. 1964, 445 p. Department of Adult and Continuing Education, University of Nebraska Press, Lincoln, Nebraska, 68508. No longer available from the publisher. A reference copy is available for use in the AID Reference Center and microfiche and paper copies may be obtained through ERIC.
ARC Catalog No. 371.33, M511.
ERIC Order No. ED 003 134. Microfiche $1.50, paper copy $17.80.

This symposium was concerned with identifying techniques and principles for gaining acceptance of research results. Papers were presented on methods of promoting educational innovation, the diffusion of research findings and the role of audio-visual media in fostering change in education.

Diffusion of Innovations Social Change

Rogers, Everett M. DIFFUSION OF INNOVATIONS. Contract No. AID/csd-735 with Michigan State University. 1962, 367 p.
Free Press of Glencoe, Illinois 60022.
ARC Catalog No. 301.24, R725.

Shows that traditional vs. modern orientations in a particular community or subculture affect adoption rates markedly. Greater personal innovativeness is associated with "cosmopoliteness" (the result of experience in more than one social system). Emphasizes the characteristics of inventions that made them more or less acceptable, such as relative advantage, compatibility, complexity, divisibility, and communicability. Lists stages in adoption: awareness, interest, evaluations, trial and adoption.

Industrial Training: In-Service

Banta, Trudy W., and others, JOB-ORIENTED PROGRAMS FOR THE DISADVANTAGED: SCHOOLS AND INDUSTRY COOPERATE. 1969, 32 p. ERIC Order No. ED 034 085. Microfiche 50cents, paper copy $3.90.

The booklet provides a brief description of relatively unknown non-formal type programs and classifies them by target population, type of sponsoring company, organization and state. It is based on the synthesis and analysis of data from questionnaires completed by the participating school and business personnel directing their programs.

Industrial Training - In-Service Brazil

Brown, John Anthony and Charles T. Stewart, REPORT ON SURVEY OF BRAZIL CONCERNING THE NEED FOR INDUSTRIAL DEVELOPMENT TRAINING. 1964, 65 pp. Prepared for AID/Washington by the Council for International Progress in Management, Inc., 845 Third Ave., New York, N.Y. 10022.
ARC Catalog No. BL 338.981, C855.

A survey of Brazil's resources of raw materials, labor, management and capital with the aim of providing guidelines to strengthen and enlarge the role of private enterprise in economic development and to facilitate the development of indigenous industries. Outlines training requirements and assesses the capabilities of universities and other training organizations to meet these needs. Gives a plan of action for a comprehensive manpower development program.

Industrial Training: In-Service Manpower Development

Craig, Robert L. and Lester R. Bittel (Editors), TRAINING AND DEVELOPMENT HANDBOOK. 1967, 650 p. McGraw Hill Book Company, 330 West 42nd Street, New York, N.Y. 10036. Price $16.50. ERIC Accession No. ED 016 153.

This is a broad reference source for those responsible for developing human resources in any organization. The levels of training covered range from apprentices to executives.

Industrial Training: In-Service

Mesics, Emil A., EDUCATION AND TRAINING FOR EFFECTIVE MANPOWER UTILIZATION: AN ANNOTATED BIBLIOGRAPHY ON EDUCATION AND TRAINING IN WORK ORGANIZATIONS. Bibliography Series 9. 1969, 165 p. School of Industrial and Labor Relations, Cornell University, State University of New York, Ithaca. 14850. Price $2.50. ERIC Accession No. ED 029 269.

This annotated bibliography lists 109 items on general aspects of training followed by 600 other works on manual and clerical skill training, technician and engineering training, supervisory in industrial and clerical settings, organizational planning and management development.

Industrial Training: In-Service — Latin America

"What Companies Are Doing in Employee Training." CLA INTERCAMBIO, Vol. 4, No. 1, Jan. 1968, 12 p. Published by the Council for Latin America, 680 Park Ave., New York, N.Y. 10021.
ARC Catalog No. LAT 331.86, C855.

Issue devoted to a summary of part of a graduate thesis (University of Pittsburgh) by Leon Weintraub titled, "A Role for Private Enterprise in Foreign Assistance: Development of a Skilled Labor Force." Types of training are briefly described and classified under the headings: Sales and Marketing, Administration and Management, Accounting, Technical, and General. Names of companies giving the training are not included.

Industrial Training: In-Service — Japan; Vocational Education

Yokomizo, M. and M. Yamada, SKILL FORMATION IN JAPAN. Paper No. CID/IPE/D.41. 1965, 46 p. Prepared for the Center for Industrial Development, Department of Economic and Social Affairs, United Nations. UN Publications, Room 1059, New York, N.Y. 10017.
ARC Catalog No. JA 331.863, Y54.

Examines manpower training and development from a project rather than a national point of view. Describes vocational training in Japan and reviews several skill development programs related to specific industries.

Literacy Training

Pakistan

Ahmad T. I., Zulfigar, "Functional Literacy and Adult Education: A Proposal for a Developmental Scheme in West Pakiston." Reprinted from BULLETIN OF EDUCATION AND RESEARCH. Vol. 9, Nos. 1 and 2, 1970, 13 p. Institute of Education and Research, University of the Panjab, New Campus, Lahore, Pakistan.

The author suggests a program to alleviate illiteracy through functional projects for adults and children. The aim of the program is to enable participants to read simple material in the early stages of the projects and proceed to more difficult phases later. The author discusses various problems related to administration and follow-up of the projects and recommends that children with aptitude be identified for vocational training.

Literacy Training

Ethiopia
Literacy
Communications Media
Adult Education

Ashabranner, Brent, and George Pettengill, PROPOSALS FOR AN ETHIOPIAN SCHOOL PERIODICALS PUBLICATION PROGRAM. January 9, 1956, 9 p. Ethiopian-United States Cooperative Education Program, USAID/Addis Ababa, Ethiopia.
ARC Catalog No. ET 371.32, A819.

This proposal to the Long Term Planning Committee of the Ministry of Education recommends the publication of two school periodicals, one for the primary grades and one for secondary. Presents arguments for school publications to promote literacy, to furnish fresh reading materials to supplement regular textbooks, and to provide school and other news that would stimulate the reading habit.

Literacy Training

Iran
Adult Education
Education Materials

Beglari, Ahmad Ali, Ala Kiaie and Jamshid Cyrus, under the direction of Lt. Col. Pearson B. Yeager and Miss Luanna J. Bowles, LET US BECOME LITERATE. (In Farsi) 1954, 97 p. U.S. Operations Missions, Tehran, Iran.
ARC Catalog No. IR 379.24, B417.

This basic reading book in Farsi was designed to help the 20,000 members of the gendarmerie throughout Iran to become literate. After the first few lessons, the book is designed to be self-teaching.

Literacy Training

Brazil

Communications Media

Radio and Television

Coaracy, G. Roberto, ILLITERACY PROBLEM IN BRAZIL AND WHAT IS BEING DONE ABOUT IT. 1962, 12 p. USAID, Rio de Janeiro, Brazil.
ARC Catalog No. BL 379.24 C652.

The problem of illiteracy and the pressing need for fundamental education, particularly for adults in the communist-influenced northeast region, is described. Tells about the Government's "National Mobilization Against Illiteracy", a pilot program involving the efforts of several ministries and organizations. Describes how radio and television are employed for teaching along with conventional educational methods.

Literacy Training

Adult Education

Donohue, Dan and others, GUIDELINES FOR TEACHING THE "UNDEREDUCATED" ADULT. 1966, 113 p. Office of State Superientendent of Public Instructions, Olympia, Washington. 98501.
ERIC Order NO. ED 012 411. Microfiche 50 cents, paper copy $4.52.

These guidelines were prepared by the State of Washington for teachers of undereducated adults -- illiterate, functionally illiterate and non-English-speaking. The problems of non-formal education, developing strong motivation, effective communication, and desirable teacher qualifications are discussed.

Literacy Training

Brazil

Adult Education

Freire, Paulo, CULTURAL ACTION FOR FREEDOM. Monograph Series No. 1. September, 1970, 52 p. Harvard Educational Review and the Center for the Study of Development and Social Change, 1430 Massachusetts Ave., Cambridge, Mass. 02138. Price $2.00.
ARC Catalog No. BR 379.24, F866.

Divided into two parts, the first deals with "The Adult Literacy Process as Cultural Action for Freedom," in which Dr. Freire explains that becoming literate is more than learning symbols that represent sounds. Instead, it is an act of knowing, through which a person is able to look critically at the culture around him and then do something to make it better. Part two, "Cultural Action and Conscientization," discusses the emergence of the masses in Latin America and analyzes the levels of consciousness which characterize that emergence.

Literacy Training

Adult Education

Brazil

Galligan, EuGene M., LITERACY AND ADULT EDUCATION IN BRAZIL. 1965. PIO/T 512-000-3-50281. Prepared for USAID/Rio de Janeiro, Brazil, under contract with Duquesne University, Pittsburgh, Penna.
ARC Catalog No. BL 379.24, G 168.

A survey to provide detailed information about literacy and adult education activities conducted and planned in Brazil, to evaluate these programs against development needs and provide recommendations. The report covers national literacy training, adult literacy teaching, radiophonic schools, and technical and agricultural training in the northeast.

Literacy Training

Africa

Greenough, Richard, "Literacy Campaign: Mali's War on Illiteracy," "Senegal Launches a Pilot Project," and "Fetishes and Forts in Ghana," in AFRICA PROSPECT, p. 65-89. 1966. UNESCO Publication Center, P.O. Box 433, New York, N.Y. 10016. Price 50 cents.

The book cities examples of efforts in both formal and non-formal education in Africa. Mali's war on illiteracy is a good example of how every citizen who can read or write is expected to teach others without pay. In Senegal a UNESCO experiment involves televised programs intended as literacy development projects. In Ghana an audio-visual education program including filmstrips and posters covers a number of subjects on health and general economic development.

Literacy Training

Hankin, Edward K., and others, THE DEVELOPMENT OF PRE-VOCATIONAL EDUCATION LITERACY COURSES FOR USE WITH COMPUTER-ASSISTED INSTRUCTION OF DISADVANTAGED YOUTHS AND ADULTS. FINAL REPORT. June 1967, 179 p. Florida State University, Tallahassee, Fla.
ERIC order No. ED 024 763. Microfiche 75 cents, paper copy $8.95.

This report of an incomplete project was aimed at developing computer-assisted mathematics courses for the disadvantaged to help them prepare for entry to vocational training. Unfortunately, because of budgetary cuts, the only courses written and tested were lessons in counting, addition, and substraction. Each lesson includes a pre-test to evaluate students' ability. The pilot tests showed that the arithmetic lessons were effective. In general, computer-assisted instruction can be used in pre-vocational literacy training for disadvantaged youths and adults.

Literacy Training Laos

Hart, W. G., LITERACY IN LAOS. Airgram, Vientiene, Laos, TOAID A-215, dated March 1969, 3 p.
ARC Catalog No. IS 379.24, H326.

A report showing the findings of a survey by Bernard Wilder in 1968 indicates a literacy level of about 20% (ability to read and write at the 4th grade capability).

Literacy Training Adult Education

HARVARD EDUCATIONAL REVIEW, VOL. 40, No. 2, May, 1970, Longfellow Hall, 13 Appian Way, Cambridge, Massachusetts 02138. $3.75 per copy.
ARC Catalog No. 379.24, F866.

A special issue devoted entirely to illiteracy in America but containing references and other information on international literacy problems particularly in the developing nations. Contains a bibliography compiled by David Harman, Harvard, with about 50 references, including Unesco publications and a number from other countries. The articles and authors are:

a. Freire, Paulo, "The Adult Literacy Process as Cultural Action for Freedom."

b. Harman, David, "Illiteracy: an Overview."

c. Postman, Neil, "The Politics of Reading."

d. Torrey, Jane W., "Illiteracy in the Ghetto."

e. O'Neil, Wayne, "Properly Literate."

f. Laubach, Frank C. and Robert S., "The Role of the Volunteer Teacher."

g. Martinez, Armando, "Literacy Through Democratization of Education."

h. Gattegno, Caleb, "The Problem of Reading is Solved."

i. Chomsky, Carol, "Reading, Writing, and Phonology."

Literacy Training

Haussamen, Crane, THE BREAD OF LEARNING: A NEW WAY TO LEARN, A NEW WAY TO TEACH FOR EMERGING NATIONS. (about 1961), 109 p. Publisher not listed. Available only in A.I.D. Reference Center.
ARC Catalog No. 379.24 H 377.

A proposal for a "Unified curriculum of Fundamental Learning for Illiterates." Discusses the need for new teaching methods, schooling without schools, the language barrier, and the use of teaching machines, filmstrips, radio, motion picture film, television teaching in industrialized countries and the learning process with television. Proposes a program that would employ filmstrips for teaching basic subjects like the story of the human body, the story of animals, birds and insects, etc.

Literacy Training Brazil

Herzog, William Adam, Jr., THE EFFECT OF LITERACY TRAINING ON MODERNIZATION VARIABLES. 1968, 101 p. University Microfilms, 300 Zeeb Road, Ann Arbor, Mich. [illegible]106.
Order NO. 68-7900, microfiche $3.00, paper copy $5.20.
ERIC Accession No. ED 024 007.

This is a doctoral dissertation on the relationship of literacy to certain modernization variables in the state of Minas Gerais, Brazil, in 1966. Four communities were randomly chosen for literacy education and a fifth was designated the control group. Analysis of variance between illiterate enrollees and illiterate nonenrollees in the four treatment communities was based on the variables of empathy, achievement motivation, cosmopolitanism, mass media exposure and political knowledge.

Literacy Training

Guatemala
Adult Education

THE IMPACT OF A LITERACY PROGRAM IN A GUATEMALAN LADINO PEASANT COMMUNITY. February 1967, 151 p. Prepared by the University of South Florida, Tampa for AID/Washington.
ARC Catalog No. GT 379.24 U58.

Assesses the impact of an AID-sponsored literacy program on the base rate of literacy in a peasant community. Evaluates differences between communities having and not having literacy projects. Discusses attitudes of literates versus illiterates and the role of adult literacy programs in community development. Submits recommendations for planning literacy programs in rural areas of developing countries. Contains a bibliography of 37 references.

Literacy Training

Adult Education

Kidd, J. Roby, FUNCTIONAL LITERACY AND INTERNATIONAL DEVELOPMENT: A STUDY OF CANADIAN CAPABILITY TO ASSIST WITH THE WORLD CAMPAIGN TO ERADICATE ILLITERACY. November 1967, 127p. Ontario Institute For Studies in Education, Toronto, Canada.
ERIC Order NO. ED 015 364. Microfiche 50 cents, paper copy $5.16.

The document is based on a feasibility study of Canadian assistance to developing countries with respect to the world literacy campaign. It recommends mass media services with specialized personnel, libraries, instructional materials, audio-visual and other equipment, and provision for teacher education.

Literacy Training Adult Education

MacDonald, Bernice, LITERACY ACTIVITIES IN PUBLIC LIBRARIES: A REPORT OF A STUDY OF SERVICES TO ADULT ILLITERATES. 1966, 61 p. ERIC order NO. ED 010 855. Microfiche 18 cents, paper copy $2.44.

This report is based on a field study of the activities of 15 public libraries. Despite the limitations on the services of the libraries, all engaged in active community planning with other agencies, including welfare agencies, the Federal Manpower and Development Program, volunteer organizations, and radio and television stations. The report recommends distribution of easy-to-read bibliographies to all public libraries and expansion of the American Library Association's Adult Services Division's Committee on Reading Improvement for Adults.

Literacy Training South Pacific
Adult Education

Neijs, Karel, LITERACY TEACHING FOR ADULTS, Technical Paper No. 72. Nov. 1954, 102 p. South Pacific Commission, Noumea, New Caledonia. ARC Catalog No. NC 379.24, N397.

A study of literacy training methods which could be applied to reducing illiteracy in the South Pacific Islands. Contains chapters on the contrast between adult literacy training and the teaching of children, the linguistic approach to literacy training, methods in teaching reading, teaching of handwriting, teaching aids, follow-up and evaluation. Contains a useful selected bibliography of 26 pages.

Literacy Training Education Materials

NEWS FOR YOU. New Readers Press, Box 131, Syracuse, N. Y. 13210. Price 10 cents a copy. Sample copy may be seen in the AID Reference Center. ARC Catalog No. 371.897, N 558.

A weekly literacy tabloid-size newspaper for adult readers with low reading skills, News For You is published on two reading skill levels: "A" An edition for 3rd to 4th grade, and a "B" edition for 4th to 5th grades. The paper distributes to adult basic education, special education, work-study programs, and to Job Corps, Manpower Development, and Neighborhood Youth Corps organizations.

Literacy Training

Thailand
Journalism
Communications Media
Adult education

READING MATERIALS AND PRINTING FACILITIES IN SIX NORTHEAST CHANGWATS. May 1970, 49 p. Research and Evaluation Division, USOM/Bangkok, Thailand.
ARC Catalog No. TH 382.456554, U58.

The first 19 pages of this pamphlet are a photographic report on villages in these changwats and their bookshops and printing facilities. The remainder of the report is devoted to a consideration of the availability of reading materials in stores and schools, homes and libraries; the need for current reading materials; and printing facilities and capabilities in the northeast. The survey attempted to discover the motivation of rural people to learn to read and what kinds of reading materials are most popular.

Literacy Training

REPORT TO THE U.S. AGENCY FOR INTERNATIONAL DEVELOPMENT ON THE ACTIVITIES OF LITERACY HOUSE, LUCKNOW, INDIA. February 1969, 52 p. World Education Inc., 667 Madison Ave., New York, New York, 10021
ARC Catalog No. IN 379.24, W927.

A report covering the period July 1, 1964 - June 30, 1969 on the development experience, accomplishments, growth and programming of Literacy House, operated jointly by World Education, Inc., and USAID/New Delhi (grant) to promote functional literacy in India. Includes training concepts, results of training, budget matters and describes various visual aids and mass media communications in reducing illiteracy.

Literacy Training

Brazil
Chile
Adult Education

Sanders, Thomas G., THE PAULO FREIRE METHOD: LITERACY TRAINING AND CONSCIENTIZACIÓN. "AUFS Reports," West Coast South America Series, Vol. XV, No. 1 (Chile), June 1968, 18 p. American Universities Field Staff, Inc., P.O. Box 150, Hanover, N. H. 03755 Price $1.00
ARC Catalog No. 379.24 S215.

A description of the Paulo Freire method of literacy teaching and adult education which has been extensively used in Brazil and Chile. Based on about twenty words that give the basic sounds of the language, the system can bring literacy in as little as six weeks. Employs "conscientización" which seeks to dispel pessimism and fatalism by enabling the illiterate to gain awareness of his capacity to shape his environment and to acquire the means to do so.

Literacy Training Adult Education

Simmons, John L., TOWARDS AN EVALUATION OF LITERACY AND ADULT EDUCATION IN A DEVELOPING COUNTRY: A PILOT STUDY. Contract ED 6284. September 1970, 150 p. Prepared by the Department of Economics and Graduate School of Education, Harvard University, Boston, Mass., under contract with UNESCO. Order from the author at the above address. Price $8.00. ARC Catalog No. TS379.24,S592

This is a study based on work in Tunisia about what people do who have literacy, how literacy increases a worker's productivity, and what are the best ways of teaching workers literacy. The booklet is divided into three parts: Some benefits of adult education, retention of adult literacy, and women and adult education. The preface, introduction and summaries of Parts I, II and III, comprising the first 19 pages contain a description of the project, objectives and findings. Among the latter were: Literacy level was found to be significantly correlated with reading newspapers and books, writing letters, and ability to mention a recent news event; and, radio, television, and movies were not significantly correlated with literacy level.

Literacy Training

Mali
Communications Media
Films and Filmstrips

Stevens, Warren D., A REVIEW OF THE NATIONAL MASS LITERACY PROGRAM OF THE GOVERMENT OF MALI. June 1963, 104 pp. Indiana University, Division of Educational Media, Bloomington, Indiana for AID/Washington. ARC Catalog No. ML 379.24, S846.

A review of the Mali National Mass Literacy Program with recommendations for communications media facilities. An account of the author's 19-day consultancy tour of all the provincial capitals covering the minimum needs for personnel, housing, equipment and transportation to conduct a literacy program at the regional and national levels.

Literacy Training

Laos

Wilder, Bernard, LITERACY LEVELS OF VARIOUS SECTORS OF THE POPULATION OF LAOS. November, 1968, 156 p. A study conducted by the Royal Laotian Government and USAID/Vientiane, Laos.
ARC Catalog No. LS 379.24 W 673.

A literacy survey covering both men and women in urban and rural areas of Laos to help reconcile the findings of a UNESCO figure of 12 percent literacy and a December, 1967 USAID figure of 24.4 percent. The booklet provides information on the questionnaires, methods of sampling, regions of the country covered, and news sources and radio information.

Literacy Training Adult Education

Woolman, Dr. Myron, A FEASIBILITY STUDY OF A LITERACY PROGRAM BASED ON HOST COUNTRY RESOURCES. About 1962, 81 p. The Institute of Educational Research, Inc., 2226 Wisconsin Avenue, N.W., Washington, D.C. 20007.
ARC Catalog No. 379.24 I 59.

The booklet reviews various experiences in literacy training in the U.S. and stresses the importance of literacy and adult education for the developing countries. Contains a section on "Technological Progress Through Programmatic Training" read at the national conference (June 14 - 15, 1962), U.S. Office of Education. A working paper on "The Progressive Choice Reading Program" discusses reading theory, teaching reading skills to the mentally retarded and use of the progressive choice method in the classroom.

Management Training Community Development

CAP MANAGEMENT GUIDE: PLANNING FOR COMMUNITY ACTION. September 1968, 35 p. Office of Economic Opportunity, 1200 Nineteenth Street, N.W. Washington, D.C. 20506.

This handbook describes various management techniques that contribute to sound organizational functioning in the war against poverty. It defines in detail the scope and structure of a community action agency's planning process. It suggests how to identify community needs and analyze basic issues related to planning.

Management Training Brazil

Dietrick, Robert C., Louis C. McAnly and James W. Quigg, REPORT OF MANAGEMENT TRAINING SPECIALISTS' TEAM: BRAZIL. Contract No. PIO/T 512-40297. 1964, 48 pp. Prepared for AID/Washington by the Council for International Progress in Management, Inc., 845 Third Ave., New York, N. Y. 10022.
ARC Catalog No. BL 658, C855.

Report of three specialists working on developing management training programs in 15 cities in Brazil. Topics emphasized are: controls for top management, planning, production control, quality control, materials control, methods study, work simplification, plant layout, manufacturing costs, accounting, purchasing and marketing.

Management Training

THE EFFECTIVENESS OF I.L.O. MANAGEMENT DEVELOPMENT AND PRODUCTIVITY PROJECTS: REPORT AND CONCLUSIONS OF A CONFERENCE (GENEVA, 23 NOV - 5 DEC 1964). 1965, 129p. International Labour Office, Geneva, Switzerland.
ERIC Order NO. ED 017 804. Microfiche 75 cents, paper copy $5.24.

This report concerns the International Labor Organization's efforts in providing expert help and advice on good management to about thirty countries through special projects, each introducing good management practices. The report also describes structures, project strategy and problems observed and includes case studies on the effectiveness of management practices.

Livingston, Sterling, "Myth of the Well-Educated Manager: There Is No Direct Relationship Between Performance in School or Training Programs and Records of Success in Management." HARVARD BUSINESS REVIEW, Vol. 49, No. 1, January-February 1971. Subscription Service Department, 108 Tenth Street, Des Moines, Iowa 50305.
ARC Catalog No. 658.007, L786.

The author, a professor of business administration, Harvard Business School, discusses the inability of formal management education programs in both universities and industry to develop explicitly the traits, knowledge, and skills that are essential to career success and leadership. He explains how many crucial managerial tasks, like coping with human emotions, must be learned on the job. The main reason many highly educated men do not build successful managerial careers is that they are not able to learn from their own firsthand experience what they need to know to gain the willing cooperation of other people.

Management Training

MANAGEMENT DEVELOPMENT, NUMBER 1. CURRENT INFORMATION SOURCES. November 1967, 15p. ERIC Clearinghouse on Adult Education. ERIC Order NO. ED 013 430. Microfiche 25 cents, paper copy 68 cents.

This document is a collection of 28 indexed items with annotations. It deals with subjects on human relations and leadership training, program planning and evaluation, and company and university-sponsored programs.

Management Training

Venezuela
Civic Education

MANAGEMENT PROGRAM IN MUNICIPAL ADMINISTRATION FOR LOCAL GOVERNMENT OFFICIALS OF VENEZUELA. Contract No. AID/la-231. November 1964, 11 p. Prepared by the International Public Administration Center, School of Public Administration, University of Southern California, for AID/Washington.
ARC Catalog No. VE 352.000987, U58.

A report on a program of management training in local government administration for two groups of Venezuelan political leaders from local government district councils at the Civic Center Campus of the University of Los Angeles from August 3, through October 17, 1964. Describes non-formal training during visits to numerous American municipal governments, development organizations, health offices, public works, the United Nations in New York and AID/Washington.

Management Training

McMahon, Gerald P., ASSESSMENT AND SELECTION IN TRAINING, SUMMBER 1968. February 1969, 38 p. Available in: Peace Corps Library, Washington, D. C.

This is a report of a study to evaluate the field selection process of Peace Corps volunteers in order to identify and analyze those factors which contributed to the strengths and weaknesses of various previous field programs. The report discusses the methods used in this evaluation and emphasizes that there is a definite need for change and improvement in field selection.

Management Training

Public Administration
India

REPORT OF A VISIT BY THE INDIAN MANAGEMENT EDUCATION STUDY TEAM. Publication No. 25, 1959, 52 pp. Ministry of Scientific Research & Cultural Affairs, Government of India, New Delhi, India. ARC Catalog No. IN 658.007, I39.

This is a report of a visit made to the United States March 15 to May 16, 1959 by a team of ten senior officials of government and private industry in India to study management education. Sponsored by the Ford Foundation, the management group discusses philosophy and objectives, higher education in management studies, and teaching methods.

Management Training Manpower Development

Tracey, William R., EVALUATING TRAINING AND DEVELOPMENT SYSTEMS. 1968, 304p. American Management Association, 135 West 50th St., New York, N.Y. 10020. Price $17.25.
ERIC Accession No. ED 027 469.

This manual discusses guiding principles and elements of evaluation: (1) philosophy and goals; (2) administrative planning, organization, staffing, direction and control; (3) plant and facilities; (4) staff and faculty composition, qualifications, screening and selection, promotion, duties, compensation and incentives; (5) determination of needs, systems development and valid action and other facets of curriculum planning and; (6) instructional support (including instructor training and training aids and materials).

Popular Participation in Development

Connor, Desmond M., STRATEGIES FOR DEVELOPMENT. 1968, 47 p.
Order from: Development Press, Box 6265, Station J, Ottawa, Canada.
Price $1.00 (paper).

This is a handbook on the role of the strategist and what strategy for development implies. The author discusses the various strategies through which a development program should proceed. Among these are resources, technology, knowledge and beliefs of people, as well as values and sentiments, power, leadership and influence, social rank, sanctions, history and space relations. Sections are devoted to the ethics of inducing development and a bibliography of further reading. The author also provides a series of worksheets for a technician to analyze each strategy and evaluate his own work.

Popular Participation in Development — Civic Education

POPULAR PARTICIPATION IN DEVELOPMENT: TITLE IX. A.I.D. Bibliography Series: Civic Participation No. 1. August 15, 1970, 15 p. Prepared by the Civic Participation Division, Bureau for Program and Policy Coordination, AID/Washington.

This is an annotated bibliography containing 31 references compiled to assist AID technicians working in the civic education field. It contains sections on conceptual materials, programming guidelines, country analyses (12 countries), sectoral analyses (agriculture, education, and urban areas) and local action programs. The bibliography also contains a section on other bibliographies related to this topic.

Popular Participation in Development Community Development

Ruopp, Phillips and Paul Wrobel, PREPARATION FOR ENCOUNTER: TRAINING PEACE CORPS VOLUNTEERS FOR COMMUNITY INVOLVEMENT THROUGH COMMUNITY EXPLORATION. June 1967, 61 p. Available in: Peace Corps Library, Washington, D.C.

This handbook is designed primarily for those who are concerned with training Peace Corps volunteers. The methods presented are the result of two years' successful training experience in the Virgin Islands. Emphasis is on learning how to learn about a place where a volunteer is expected to become a productive worker. The handbook presents major objectives about the training program and discusses techniques and methods used to achieve these objectives.

Skill Training

Englund, David L., TRANSITION TRAINING: THE CURRICULUM DESIGN. Twenty-third Annual Meeting of the Society for Applied Anthropology, San Juan, Puerto Rico, March 22-26, 1964, 23 p. Available in: Peace Corps Library, Washington, D.C.

This paper is based on the experience at the Waipio Valley (Hawaii) Transition Training program of the Peace Corps. It promotes the idea of the easier transition of Peace Corps volunteers to another culture following experiences gained at this center. Subjects discussed are: village and regional description, staff and administrative hierarchy, trainees and the program. Under the last item, the author lists community development, agricultural extension work, 4-H programs, and several others which are related to actual skill training of the volunteers.

Skill Training Adult Education

Hubbell, Robert L., TRAINING IDEAS FROM ANTI-POVERTY PROGRAM FOR USE OVERSEAS. April 1968, 18 p. Out of print; loan copies available from: Foreign Affairs Research Documentation Center, Office of External Research, Room 8642, U.S. Department of State, Washington, D.C. 20520.
Order No. FAR 6447.

A case study presented to the Senior Seminar in Foreign Policy, 10th Session, 1967-1968, which compares the similarity of trained manpower shortages in the U.S. with lack of skilled workers in the developing nations. It describes the work of the Job Corps and other organizations in training young people and how much of this experience can be used in international development where formal schooling is lacking.

Skill Training

Teter, Park, POST-IMMERSION CULTURE ANALYSIS: A MODEL FOR IN-COUNTRY TRAINING. November 1969, 21 p. Available in Peace Corps Library, Washington, D.C.

The author discusses the advantages and problems of in-country training programs for the Peace Corps. He says that training should resume between four and seven months after the volunteer has begun his work in the host country. For the site, he suggests a location removed from the everyday situation of the volunteers and states that in this type of training, more than any other, responsibility would be on the trainees themselves. To make this possible, the author believes that a specially trained regular staff would be necessary.

Skill Training — Nigeria, Ghana

Vent, Myron H., OPPORTUNITIES INDUSTRIALIZATION CENTERS: A CASE STUDY. 1971, 15 p. Education and Human Resources, Bureau for Technical Assistance, AID/Washington.

This case study describes how the project got started, its initial objectives, sources of support, the group to which it was directed, basic nature of the training program, the elements that contributed to its success, its spread to other cities in the United States, and subsequently overseas to Ghana and Nigeria. Courses offered at the Centers number over 200, ranging from clerk-typing to computer maintenance. The best centers include programs of recruitment, orientation, testing and assessment, basic remedial education, skill training, counselling, placement and follow-up.

Skill Training Cultural Context of Development

Wight, Albert R. and Mary Anne Hammons, GUIDELINES FOR PEACE CORPS CROSS-CULTURAL TRAINING. 1968, Center for Research and Education, P. O. Box 1768, Estes Park, Colo. 80517. Four Volumes, Vol. I 206 p., Vol. II 915 p., Vol. III about 100 p., and Vol. IV about 150 p. Available in: Peace Corps Library, Washington, D.C.

This study includes: philosophy and methodology, specific methods and techniques, supplementary readings, and an annotated bibliography. The objective of the study is to improve the Peace Corps training program. The authors have identified various methods and materials that have proven most effective for cross-cultural and community involvement training. The study is documented with pertinent examples which have contributed to the setting up of the guidelines.

Social Change

Arenberg, Concord M. and Arthur H. Niehoff, INTRODUCING SOCIAL CHANGE: A MANUAL FOR AMERICANS OVERSEAS. 1966, 235p. The Aldine Publishing Company, 320 West Adams Street, Chicago, Ill. 60606.
Price clothbound $6.95, paperback $3.45.
ERIC Accession NO. ED 016 940.
ARC Catalog No. 301.2, A681.

The manual presents anthropological concepts with which every American working overseas should concern himself. It treats both planned and unplanned social change in developing countries and discusses American cultural values and assumptions that affect interaction between overseas change agents and members of other societies.

Social Change

Arensberg, Conrad M. and Arthur H. Niehoff, TECHNICAL COOPERATION AND CULTURAL REALITY. 1963, 152 p. Communications Resources Division, AID/Washington. Out of print but commercially published as INDRODUCING SOCIAL CHANGE: A MANUAL FOR AMERICANS OVERSEAS, by the Aldine Publishing Company, 529 South Wabash Avenue, Chicago, Ill. 60605. Price: $6.95 clothbound, $3.45 paperback.
ARC Catalog No. 301.2, A681.

Prepared by two leading American anthropologists, this is a study of cultural differences in the developing countries and how an understanding of these can spell the difference between success and failure of newly introduced technical ideas. Contains chapters on the concept of culture (biological drives, culture and race, environment, social organization, etc.), cultural change, planned change, the underdeveloped areas, American cultural values, and field problems. There is a bibliography listing 42 items. The Aldine version contains appendix listing over 100 case studies of socio- economic change projects.

SOCIAL CHANGE

Bebout, John E., TEACHING AND RESEARCH: THEIR INFLUENCE ON SOCIAL CHANGE. 1967, 27 p.
ERIC order NO. ED 011 366. Microfiche 9 cents, paper copy $1.08.

The author suggests that the success with which we can cope with present and future problems depend largely on the university as a major element responsible for social change. The author challenges the university to provide leadership in influencing adult education, teacher training and research both in the formal system and through centers in the community.

Social Change

Management Training

Bennis, Warren G., CHANGING ORGANIZATIONS: ESSAY ON THE DEVELOPMENT AND EVOLUTION OF HUMAN ORGANIZATION. 1966, 223p. McGraw-Hill Book Co., 330 W. 42nd Street, New York, N.Y. 10036
Price $9.95

State Dept. Library: HM 131, B.43.

This book brings the reader up-to-date on action, writing and thinking in this field. Chapter 3, "Toward a 'truly' scientific management: the concept of organizational health," offers a helpful analysis applicable to any organization. Part two describes attempts by behavioral scientists to apply their sociological and psychological knowledge toward improvement of organizations through planning and controlling organizational change. Includes discussions of planned change and operations research, change agents, change programs and strategies. Chapter 8 suggests guidelines for using laboratory (small group) training within organizational social systems.

Social Change Diffusion of Innovations

Miles, Matthew B. (Editor), INNOVATION IN EDUCATION. 1964, 689 p. Bureau of Publications, Teachers College, Columbia University, 1234 Amsterdam Avenue, New York, N.Y. 10027. Price $8.75.

A basic reference for the study of change, especially these chapters: "Educational innovation; the nature of the problem" by Matthew Miles; "Title III and the dynamics of educational change in California" by Donald W. Johnson; "Curricular change: participants, power, and processes" by Gordon Mackenzie; "Administrative theory and change in organizations" by Daniel E. Griffiths; "On temporary systems" and "Innovation in education: some generalizations" by Matthew Miles.

Social Change Community Development

Niehoff, Arthur H., A CASEBOOK OF SOCIAL CHANGE: CRITICAL EVALUATIONS OF ATTEMPTS TO INTRODUCE CHANGE IN THE FIVE MAJOR DEVELOPING AREAS OF THE WORLD. 1967, 305 p. Aldine Publishing Company, 320 West Adams St., Chicago, Ill, 60606. Cloth $7.50; paper $3.95.
ARC Catalog No. 301.2, N666.

Each of nineteen case histories of actual efforts at innovation is analyzed in the context of a socio-cultural concept of change, emphasizing the principles and factors of change. They illustrate the specific problems facing American change agents, exemplify the technique of the innovator, the motivations of potential recipients and the reactions of these recipients due to local cultural patterns and values. Land reform, community development, health, family planning, cooperatives and literacy are discussed.

Social Change Diffusion of Innovations

Spitzer, Lillian K., A BIBLIOGRAPHY OF THE PROCESS OF CHANGE. 1968, 13 p. Institute for Development of Educational Activities, Inc., Informational Services Division, Box 446, Melbourne, Florida 32901. Price $1.00.

A significant, up-to-date bibliography of the literature of change. Lists books, pamphlets, and magazine articles. Annotations are informative and concise. Emphasis is on change in education.

Training Methodology (Training the Trainers)

Batten, T.R., TRAINING FOR COMMUNITY DEVELOPMENT: A CRITICAL STUDY OF METHOD. Reprinted 1965, 192 p. Oxford University Press, London, England.

The author has devoted the first 98 pages to the discussion of major training needs, selecting paid workers, training paid workers and non-professionals, problems of organization and of method. In Part III (p. 99-190) he discusses method of training with specific reference to his course at the University of London, Institute of Education. The outline of the course is intended for individuals who have had some real experience of working with people.

Lawrence, Rue L., TRAINING COMMUNITY DEVELOPMENT TEAMS: A NEW APPROACH TO PEACE CORPS SERVICE. Undated, about 1966, 61 p. Prepared for the Peace Corps by the Thiokol Chemical Corporation. Available in Peace Corps Library, Washington, D.C.

This report is based on a thorough analysis of Peace Corps training needs. It proposes the development of a group-centered, feedback-oriented training system. The study claims that results can be predicted if the problems are properly identified, goals established and methods and techniques employed to follow through. In a three-phase training program(in the U.S., overseas, and return and placement) the study uses successes and failures of the Peace Corps training experience to recommend techniques for improving the performance of volunteers.

Training Methodology (Training the Trainers)

McNeil, Elton B., A CRITICAL-CASE APPROACH TO PEACE CORPS TRAINING. Undated about 1969. 50 p. Available in: Peace Corps Library, Washington, D.C.

This is an attempt "to delineate in realistic terms the recurring human relations problems most often encountered in Peace Corps training." The author reviews 50 critical cases and concludes that few people are able to surmount the deeply ingrained teachings they have learned in their culture. He contends, therefore, that this is because of our failure to communicate openly and honestly with one another. The case studies are hypothetical but each provides examples of situations a trainee and staff would face in everyday contact.

DELIVERY SYSTEMS

Communications - General Adult Education

ADVISORY AID BOOKLETS SERIES. Agricultural Information Section, New Zealand Department of Agriculture, P. O. Box 2298, Wellington, New Zealand.

The material in each booklet is well presented (some with graphic illustrations) and is designed for adult education programs. The booklets can be used effectively either by the teacher or by the student independent of a teacher.

a. ORGANISING DISCUSSION GROUPS, No. 8. February 1968, 34 p.

b. EFFECTIVE AGRICULTURAL BROADCASTING, No. 16. February 1970, 101 p.

c. PRINCIPLES OF PUBLIC SPEAKING, No. 19. January 1970, 20 p.

d. YOU'RE WRITING A BULLETIN, No. 20. July 1970, 55 p.

e. MASTER THAT MICROPHONE, No. 21. May 1970, 29 p.

f. SPEAK AND WRITE EFFECTIVELY, No. 22. September 1970, 43 p.

g. DISCUSSION IN SMALL GROUPS, No. 24. June 1970, 27 p.

h. DISPLAYS AND EXHIBITS, No. 25. September 1970, 28 p.

Communications - General

Burke, W. Warner and Richard Beckhard, CONFERENCE PLANNING. 1970, 175 p. National Institute for Applied Behavioral Science, National Education Association. Order from: Publications Sales Section, National Education Association, 1201 Sixteenth Street, N.W., Washington, D.C. 20036. Price $3.25.

This collection of articles describes the significance of conferences in the education system. Among the topics covered are: building the conference community, program development, conference technology, and training group discussion leaders.

Communications - General

Adult Education
Study Tours

DEVELOPING MASS MEDIA IN ASIA: PAPERS OF UNESCO MEETING AT BANGKOK.
Reports and Papers on Mass Communication No. 30. January 1960, 118 p.
Unesco Publications Center, P.O. Box 433, New York, N.Y. 10016.
Price $1.50.
ARC Catalog No.
State Dept. Library: ASA, .A31, No. 30.

This publication deals with the meeting convened by Unesco at Bangkok, in January 1960, to draw up a program for the development of information media in South East Asia. The Bangkok meeting forms part of a world survey which Unesco was conducting. The survey was intended to enable the United Nations to evaluate the resources needed to help the less developed countries build up their information media. The papers from this conference are grouped according to the four main subjects covered by the meeting, namely : newspapers and periodicals; news agencies and telecommunications; radio broadcasting, film, and television; training in journalism and mass communication research.

Communications - General Literacy Training

Lowdermilk, Max K., PROBLEMS, PRINCIPLES AND POSSIBLE METHODS FOR COMMUNICATION WITH ILLITERATES AROUND THE WORLD. No. ER&T-137 (9-64). Sept. 1964, 21 p. Department of Rural Education, Division of Extension Education, Cornell University, Ithaca, New York 14850. Available from Information Service, Federal Extension Service, U.S. Department of Agriculture, Washington, D.C. 20250. ARC Catalog No. 374, L912.

Examines the question of how the extension worker can best communicate with the illiterate now, without waiting until he achieves literacy. States need for research to delineate basic differences between literates and illiterates. Discusses theory which holds that illiterates around the world are already equipped with their own means of communication. Suggests that to communicate with illiterates effectively it is necessary to do so through media which are familiar to them or which are adapted to their understanding and basic needs. Discusses the U.S. Army's experiment in teaching illiterates during World War II and examines the Army's policy on training, principles of teaching, and methods of teaching.

Communications - General

Mendelsohn, Harold and others, OPERATION GAP-STOP: A STUDY OF THE APPLICATION OF COMMUNICATIONS TECHNIQUES IN REACHING THE UNREACHABLE POOR. Final report, Vol. II. Feb 1968, 218 p. Communication Arts Center, Denver University, Denver, Colo.
ERIC Accession NO. ED 024 816. Microfiche $1.00, paper copy $11.10.

This is a continuation of a study of the application of communications techniques in reaching the unreachable poor (see also Vol. 1 ED 024 274). It includes questionnaire and promotional material used to conduct the project.

Communications - General Agricultural Development

Myren, D.T. (Editor), FIRST INTERAMERICAN RESEARCH SYMPOSIUM ON THE ROLE OF COMMUNICATIONS IN AGRICULTURAL DEVELOPMENT. 1964, 163 p. Rockefeller Foundation, Apartado Postal 6-641, Mexico, D.F., Mexico.
ARC Catalog No. LAT 630.7, I61.

This compilation includes formal papers, prepared especially for this symposium, which deal with each of the major issues of agricultural development in which knowledge dissemination plays a central part. Also included are summaries of panel discussions and the reports of the working groups. The subject matter deals only indirectly with techniques as it was organized to identify the lines of research which would provide guidelines for technicians in action programs. Points out ways in which communications can play a significant part in the process of agricultural development.

Communications - General

UNPUBLISHED DOCUMENTS IN RELATION TO MASS MEDIA: FINAL REPORTS OF MEETINGS HELD BY UNESCO OR UNDER ITS AUSPICES. June 5, 1970, 9 p. Mass Communication Documentation Center, UNESCO, Place de Fontenoy, Paris, France.
ARC Catalog No. 016.37133,U58

This bibliography contains 93 reports of meetings and studies in many countries on the use of the mass media in formal and non-formal education development in the emerging nations. The reports are from five to fifty pages in length and some are of special interest in the non-formal visual aids education field, pertaining to fundamental education, adult education, training methodology, family planning and educational radio broadcasting. Most are in English and French and some in a third language, usually Spanish.

Communications Media

Audio-Visual: General

Adult Education

Beltran, Luis Ramiro, PUPPETS GO TO THE COUNTRY. About 1960, 36 p. Prepared for USAID by Scientific Communication Service, Inter-American Institute of Agricultural Sciences, Organization American States, Turrialba, Costa Rica.

This pamphlet deals with the use, advantages and limitations of puppets in communicating ideas to rural audiences. The author demonstrates graphically the adaptability of puppets to various audiences, and gives many suggestions on the preparation of puppets and on the conducting of effective programs.

Communications Media

Audio-Visual: General

Cooperatives (Development and Management)

Botham, C.N., AUDIO-VISUAL AIDS FOR COOPERATIVE EDUCATION AND TRAINING. 1967, 98p. Food and Agriculture Organization of the United Nations, Rome, Italy. UNIPUB Inc., P.O. Box 433, New York, N.Y. 10016.

This publication contains detailed information on a range of audio-visual aids suitable for cooperative education and training. The author suggests that many of the aids described in the study can be developed quite cheaply by the training officer himself. He also suggests that a homemade aid for a specific problem is much more likely to be effective than an elaborate and expensive aid which is produced professionally.

Communications Media
Audio-Visual: General

Vietnam

Hall, Ralph H., AUDIO VISUAL TEACHING AIDS WITH LITTLE OR NO MONEY. July 1962, 40 p. Education Division, USOM/Vietnam. ARC Catalog No. 371. 335 H178.

The author drew on his experience in India, Malaya, Syria, Jordan and Lebanon to compile this well-illustrated booklet on practical audio visual materials which can be developed at little cost. There are sections that tell how to make crayons, silk screen printing devices, rubber cement, flannelgraphs and blackboards.

Communications Media
Audio-Visual: General

Adult Education

Narvaez, Enrique Sanchez, MAKE EFFECTIVE USE OF THE BLACKBOARD. Visual Aids in Agriculture No. 4. April 1958, 14 p. Prepared for the International Cooperation Administration by Inter-America Institute of Agricultural Sciences of the Organization of American States, Turrialba, Costa Rica.

This pamphlet is a graphic presentation of a vareity of effective ways in which an adult education teacher can use a blackboard to communicate with his audiences. The author makes useful hints in the proper placement of the blackboard, the use of drawing instruments and the general adaptation of work objectives to both local conditions and the audiences educational level.

Communications Media
Audio-Visual - General

Agricultural Extension

Narvaez, Enrique Sanchez and Guilermo Combariza Herrera, MAKE THOSE IDEAS "STICK" WITH THE FLANNELGRAPH. Sept. 1958, 22p. Scientific Service of the Inter-American Institute of Agricultural Sciences of the Organization of American States. Reprinted by Federal Extension Service, United States Department of Agriculture, Washington, D.C 20250.

This brochure was originally printed under an ICA contract. After citing some of the advantages of the flannelgraph, this illustrated publication demonstrates methods of building one. It also provides the teacher with ideas on how to use a flannelgraph effectively.

Communications Media

Audio-Visual: General

Pett, Dennis W., AUDIO-VISUAL COMMUNICATION HANDBOOK: PEACE CORPS. Contract 25-1707. About 1970, 125 p. Prepared for the Peace Corps by the Audio-Visual Center, Indiana University, Bloomington, Indiana 47401. Available from: The Peace Corps, Washington, D.C. 20525. Free. ARC Catalog No. 001.55 P499.

This is an excellent training manual specifically designed to assist Peace Corps volunteers to plan, produce and use audio-visual instructional materials in the developing countries. The ideas of numerous overseas field workers have been incorporated, borrowing on their experience, emphasizing self-help, simple techniques, and often using local materials. Many fine illustrations are used in the five major chapters: Planning Instructional Materials, Using Media in the Classroom and in the Community, Presentation Methods and Materials, Basic Production Techniques, and Writing.

Communications Media
Audio-Visual: General

Adult Education

Thaper, Romesh, VISUAL AIDS IN FUNDAMENTAL EDUCATION AND COMMUNITY DEVELOPMENT: REPORT TO THE UNESCO REGIONAL SEMINAR IN SOUTH AND SOUTH-EAST ASIA HELD IN NEW DELHI, INDIA. 8-27 September 1958. REPORTS AND PAPERS ON MASS COMMUNICATIONS, No. 27. 1959, 39 p. ERIC Order No. ED 018 125. Microfiche 25 cents, paper copy $1.64.

The study concludes that visual aids are essential in adult education and that such visual media as village plays, puppetry, and shadow plays can be created locally with active community support and participation. The author also suggests that through the maintenance of good communications with field workers and an awareness of social and environmental differences, audio-visual centers can produce their own educational materials.

Communications Media
Audio-Visual: General

Agricultural Extension

USING VISUALS IN AGRICULTURAL EXTENSION PROGRAMS. July 1967, 86 p. Federal Extension Service, U. S. Department of Agriculture, Washington, D. C. 20250.
ARC Catalog No. 630.715, A 278a.

This is a reprint of an ICA publication based on the contributions of 21 authors from both the United States Department of Agriculture and a number of universities. It provides examples of the techniques used and the results achieved through effective presentation of visual materials.

Communications Media

Audio Visual: General

Agricultural Extension Training

Visual Aids In Agricultural Extension Series. Inter-American Institute of Agricultural Sciences of the Organization of American States, Turrialba, Costa Rica.
ARC Catalog No. 371.33, I 61a.

The Inter-American Institute of Agricultural Sciences of the O.A.S. prepared this series of pamphlets under contract to AID/Washington.

a. YOUR FLIP CHART, July 1957, 10 p.

b. PUPPETS GO TO THE COUNTRY, 1955, 36 p.

c. GOOD POSTERS WITH SILK SCREEN, 1958, 18 p.

d. MAKE THOSE IDEAS "STICK" WITH THE FLANNELGRAPH, 1958, 22 p.

Communications Media
Film and Filmstrips

Adult Education

Beeler, Duane and Frank McCallister, CREATIVE USE OF FILMS IN EDUCATION: A CASE STUDY OF ADULT EDUCATION PROGRAM FOR UNION LEADERS. 1968, 96p. Labor Education Division, Roosevelt University, 430 South Michigan Avenue, Chicago, Ill. 60605. Price $1.95.
ERIC Accession NO. ED 029 261.

The author discusses creative uses of labor training films, documentaries and full-length feature films in labor education.

Communications Media

Films and Filmstrips

Training Methodology

Wagner, W. Robert, A SERIES OF MOTION PICTURE DOCUMENTS IN COMMUNICATION THEORY AND THE NEW EDUCATIONAL MEDIA. Nov., 1966, 172p. Motion Picture Division, Department of Photography, Ohio State University, Columbus, Ohio.
ERIC Order NO. ED 025 940. Microfiche 75 cents, paper copy $6.96.

This publication is made up of the final scripts for the films, "Teacher and Technology", "The Information Explosion" and "The Process of Communication". It illustrates a variety of uses for advanced education media (both formal and non-formal) and emphasizes the teacher's role in promoting desirable developments in the schools of the future.

Communications Media
Films and Filmstrips

Adult Education

Winter, Myrtle, and Norman F. Spurr, FILM-MAKING ON A LOW BUDGET: THE UNESCO-UNRWA PILOT PROJECT. Reports and Papers on Mass Communication No. 29. 1960, 31 p. UNESCO Publications Center, P.O. Box 433, New York, N.Y. 10016. Price 50 cents.
ARC Catalog No. 371.33523, W786.

Describes the aims and achievements of the UNESCO-UNRWA project on low-budget film making in a technically under-developed area. Discusses the feasibility of establishing a small-scale film production unit at low cost and with limited staff. Deals with a pilot experiment in local newsreel production on a small scale and the educational possibillities of such newsreels. Both the technical and educational implications of the project are examined. This report should be of interest to those concerned with the development of film as an educational medium in areas where film production facilities are either rudimentary or completely lacking. Explains why the newsreel approach to films for mass communication proves to be a sound one and how newsreels, tailor-made to the needs of a community, can deal with fundamental education, vocational training, health education programs, introduction of innovations, problems of morale, community achievements, training of the handicapped, motivation, etc. The technical aspects of the project are discussed in detail.

Adult Education

Communications Media
Radio and Television

ADULT EDUCATION AND TELEVISION. 1966, 143 p. Published by UNESCO. Order from: UNESCO Publications Center, P.O. Box 433, New York, N.Y. 10016. Price $4.50.

This is a thorough comparative study of adult education methods in Canada, Czechoslovakia and Japan. All three countries make extensive use of radio and television for presenting adult education programs. The publication focuses on the efforts of all three which are alike enough to make comparison possible and unlike enough to expose a wide range of issues of interest to both educators and adults.

Communications Media
Radio and Television

Japan

Anderson, Ronald S., "Educational Broadcasting In Japan". EDUCATIONAL PERSPECTIVE. Vol VII, NO. 3, October 31, 1968, p. 23-7. Available from College of Education, University of Hawaii, Honolulu, Hawaii 96822.
ERIC Accession NO. ED 026 878.

This article describes Japan's NHK (radio) program planning and content and its correspondence education and adult education projects.

Communications Media

Radio and Television Homemaking

Cheney, Martha A., and others, EVALUATION OF TV SERIES "BEGINNING SEWING," ALBANY AREA, NEW YORK COOPERATIVE EXTENSION. Special Report No. 24. March 1969, 39 p. College of Home Economics, Cornell University, State University of New York, Ithaca, N.Y. 14850.
ERIC Order No. ED 029 199. Microfiche 25 cents, paper copy $2.05.

This study is about the effectiveness of a TV series where participants had a median age of 44.1 years, been married for 21.3 years, a family size of 3.8 and a school completion average 12.2 years.

Communications Media

Radio and Television Agricultural Extension

MAKING RADIO WORK FOR YOU: A HANDBOOK FOR EXTENSION AGENTS. August 1952, 24 p. Extension Service, U.S. Department of Agriculture, Washington, D.C. 20250. Free

This handbook is designed to help plan and prepare broadcasts to reach people speedily and effectively. It contains ideas and suggestions on program building and audience surveys together with hints on effective writing and delivery. Although published in 1952, this pamphlet is still useful and currently available.

Communications Media

Radio and Television

Mendalsohn, Harold, OPERATION GAP-STOP: A STUDY OF THE APPLICATION OF COMMUNICATION TECHNIQUES IN TEACHING THE UNREACHABLE POOR. Vol. I. February 1968, 28p. Communication Arts Center, Denver University, Denver, Colo. 80210.
ERIC Order number ED 024 274. Microfiche 25 cents, paper copy - $1.50.

The study explores the use of television to communicate with the urban poor.

New Educational Media In Action Series. Prepared by the International Institute for Educational Planning, UNESCO, for the Agency for International Development, Washington, D. C. Order from the UNESCO Publications Center, P. O. Box 433, New York, N. Y. 10016. Price $4.50 for each of the four volumes. Available also in French and Spanish editions. ARC Catalog No. 371.33,161 (first 3 vols.) and 371.33, S 377 (last vol.).

The first three volumes are devoted to case studies of the "new educational media", such as television, radio, films, and programmed learning in seventeen countries where they have been tested. The object was to extract useful lessons from the accumulated experience where pioneering work has been undertaken. The fourth volume contains an overall summary and conclusions concerning problems of the new media, how effective have they proven to be, how are they used most effectively, their cost, and future use. The four booklets are:

a. NEW EDUCATIONAL MEDIA IN ACTION: CASE STUDIES FOR PLANNERS - I. 1967, 203 p.

b. NEW EDUCATIONAL MEDIA IN ACTION: CASE STUDIES FOR PLANNERS - II. 1967, 226 p.

c. NEW EDUCATIONAL MEDIA IN ACTION: CASE STUDIES FOR PLANNERS - III. 1967, about 210 p.

d. THE NEW MEDIA: MEMO TO EDUCATIONAL PLANNERS. 1967, 175 p.

Communications Media
Radio and Television

Education Materials

Witherspoon, John P. and William J. Kessler, INSTRUCTIONAL TELEVISION FACILITIES: A PLANNING GUIDE. 1969, 73 p. Office of Education, U.S. Department of Health, Education and Welfare. Order from: Superintendent of Documents, U.S. Government Printing Office, Washington, D.C. 20401. GPO Sales No. FS 5.234:34043. Price $1.00. ARC Catalog No. 371.3358, W824.

Prepared by two leading authorities in the educational television field, this booklet stresses: (1) Think first about educational objectives and second about technology, and (2) Get expert advice before the planning process is far advanced. Contains chapters on choosing the right system, engineering, production systems, transmission systems, receiving facilities, recorders, color, staff, planning, and program sources.

Publications For Development
Book Development Programs

BOOK, TEXTBOOK AND LIBRARY DEVELOPMENT. A.I.D. Bibliography Series: Education And Human Resources No. 1. December 15, 1970, 36 p. Prepared by the Office of Education and Human Resources, Bureau for Technical Assistance, AID/Washington.

This annotated bibliography is a selected list of references for AID technicians. There are 133 listings. While the emphasis is on AID reports and documents there are other sources of interest such as U. S. government agencies and international organizations.

Publications for Development
Rural Journalism

Liberia
Literacy Training
Adult Education
Communications Media
Community Development

Lawrence, Robert de T., RURAL MIMEO NEWSPAPERS: A GUIDE TO THE PRODUCTION OF LOW-COST COMMUNITY PAPERS IN DEVELOPING COUNTRIES. 1965, 42 p. UNESCO Publications Center, P.O. Box 433, New York, N.Y. 10016. 75 cents (Also available in French and Spanish editions) ARC Catalog No. LB 070 L422.

A how-to-do-it booklet on writing and printing of local news by mimeo press, using existing educational talents in the towns and villages. Emphasizes the low cost and economic income factors. Describes a project in Liberia that resulted in establishing 30 self-help papers. Tells how other countries can establish similar programs and gives detailed instructions for beginner publishers, editors, writers and printers. A brief summary of this booklet is included in Development Digest, Vol. VIII, No. 4, October 1970, p. 27-32.

Publications for Development
Rural Journalism

Senegal
Communications Media
Literacy
Adult Education

Lawrence, Robert de T., A SHORT COURSE ON ESTABLISHING SELF-HELP, SELF-SUPPORTING NEWS PUBLICATIONS IN THE DEVELOPING NATIONS.. July, 1970, 125 p. Sponsored by UNESCO in cooperation with Bureau for Program and Policy Coordination, AID/Washington.
ARC Catalog No. SG 070, L422.

Twenty-seven lectures given at the University of Dakar, Senegal, to participants from ten francophone African countries in basic, rural journalism. Emphasizes the value of news publications for developing literacy, and for adult education and civic education. Instructs in news and advertising gathering, copy preparation and simple mimeo printing for publishing small money-making community publications with existing educational talents. Copies of lectures available in French and English.

Menefee, Selden and Audrey, "A Country Weekly Proves Itself in India," JOURNALISM QUARTERLY. Spring, 1967, p. 114 - 117. School of Journalism, University of Iowa, Iowa City, Iowa, 52240. Single copy $2.00.

The authors describe in this article how they tested their belief that the country weekly could serve the villages of India in much the same way that they have served for generations in America to disseminate information to rural areas. Questionnaires were conducted before and after the publication of a mimeographed newspaper. Results showed a substantial improvement in learning in the four villages concerned, and noteworthy too was the fact that deprived groups (women and illiterates) showed a marked improvement because they had listened to others read the local news. They also concluded that a mimeographed paper "could easily be produced in the local block offices of the Community Development Program and distributed, a few to each village, on a weekly or fortnightly basis with good effect."

Correspondence Education

Adult Education

Childs, Gayle G and others, AN ANNOTATED BIBLIOGRAPHY OF CORRESPONDENCE STUDY, 1897-1960: PRELIMINARY FORM. 1960, 223p. National University Extension Association, Minneapolis, Minn. 56555.
ERIC Accession NO. ED 016 183.

This collection consists of abstracts of about 1000 books, research reports, popular and scholarly articles, conference proceedings, and other documents on correspondence study. It includes programs related to vocational and technical education, rural and agricultural extension, university extension and other formal and informal areas of adult education programs.

Correspondence Education

Erdos, Renee F., TEACHING BY CORRESPONDENCE. 1967, 232p. UNESCO, Paris, France. Available from Longmans, Green and Co. Ltd., 48 Grosvenor Street, London W1, England. Price $4.50.
ERIC Accession NO. ED 025 666.

This UNESCO source book contains practical advice on all aspects of correspondence teaching and study as the means for both formal and non-formal education.

Correspondence Education Adult Education

STUDIES IN ADULT EDUCATION IN AFRICA: A SELECTION OF THE PAPERS PRESENTED TO THE DAG HAMMARSKJOLD SEMINARS IN 1967 AND 1968 ON THE USE OF CORRESPONDENCE INSTRUCTION IN ADULT EDUCATION: MEANS, METHODS AND POSSIBILITIES. 1968.
ERIC Order No. ED 035 822. Microfiche 75 cents, paper copy $9.65.

The collection summarizes the results of two one-month seminars (1967 and 1968) sponsored by the Dag Hammarskjold Foundation. Participants were key officials and educators from African countries.

Correspondence Education Adult Education

UNIVERSITIES IN ADULT EDUCATION: PROBLEMS IN EDUCATION. 1952, 172 p. Published by UNESCO. Order from: UNESCO Publications Center, P.O. Box 433, New York, N.Y. 10016. Price $2.25.

The author emphasizes the university extension movements in Great Britain, the United States and Canada and discusses the university role in workers' tutorial classes and other situations. He points out that the extension method has provided university teaching for sections of the population who would otherwise not be able to have access to it. The publication also contains an analysis of the principles and methods of teaching adults and ends with a section on results and future prospects.

Educational Materials

Nepal
Literacy

Bowles, Luanna J., THE PROBLEM OF EDUCATION MATERIALS IN A DEVELOPING COUNTRY. April 1964, 51 p. USAID/Kathmandu, Nepal.
ARC Catalog No. NP 371.3078, U58.

A detailed account of the establishing in Nepal of an educational materials center, the training of Nepali to write, print and distribute publications for primary and secondary schools, and adult literacy groups. The author describes her several years' experience in the country in dealing with the Nepali, Americans and others in organizing and administering the program of education materials development.

Educational Materials

Adult Education
Thailand
Rural Journalism

DISTRIBUTION OF AND DEMAND FOR READING MATERIALS IN RURAL AREAS. July 1970, 33 p. Research and Evaluation Division, USOM/Bangkok, Thailand.
ARC Catalog No.

A survey of villager response to commercial-type reading materials in 28 villages in northeast Thailand, based on information compiled from 28 shopowners' records and interviews with villagers. Books, booklets, and magazines (no newspapers) were used as testing media. The study describes the villages, pricing of materials, interviews, findings, distribution of materials, attitudes towards reading, and factors relating to sales.

Educational Materials

Communications Media
Audio-Visual
Films and Filmstrips
Radio and Television
Programmed Instruction
Satellite Communication

NEW METHODS AND TECHNIQUES IN EDUCATION. Educational Studies and Documents No. 48. 1963, 51 p. UNESCO Publications Center, P.O. Box 433, New York, N. Y. 10016.
U. S. Department of State Catalog No. LB5 U37 No.48.

Discusses the shortcomings extant in today's educational systems. Outlines the uses being made of mass media of communication for educational purposes at the present time, and also some of the future uses being contemplated. The solutions to some of the problems form the substance of the recommendations put forward by the authors with a view to international cooperation. The topics include: "The Newer Educational Media in the United States," "Teaching Machines and Programmed Instruction," "Studies in the USSR on the Use of Technical Media in Education," and "Report of the Meeting of Experts on the Development and Use of New Methods and Techniques in Education."

Educational Materials

Nolen, Barbara and Delia Goetz, WRITERS' HANDBOOK FOR THE DEVELOPMENT OF EDUCATIONAL MATERIALS. Bulletin 1959, No. 19. 1959, 183 pp. Office of Education, U.S. Department of Health, Education and Welfare. Order from: Superintendent of Documents, U.S. Government Printing Office, Washington, D. C. 20401. Price $1.00.
ARC Catalog No. 371.32, N791.

This pioneer publication in the field of textbook writing was developed cooperatively by the International Cooperation Administration, George Washington University and the U.S. Office of Education. Part I deals with over-all planning, defines terms, presents the major steps in textbook publishing and tells how to use printing resources. Part II explains how materials may be fitted to specific areas of the curriculum such as language arts, science, mathematics and the social studies. It also describes the development of manuals and workbooks. Part III is devoted mainly to methods of developing writing techniques. Other chapters are on developing illustrations, on tryout and evaluation techniques and on developing a writers' workshop. There is a three-page bibliography.

Educational Materials

Richards, Charles G., THE PROVISION OF POPULAR READING MATERIALS: MONOGRAPHS ON FUNDAMENTAL EDUCATION. 1959, 298 pp. UNESCO Publications Center, P.O. Box 433, New York, N.Y. 10016. Price $3.00.
ARC Catalog No. 381.456554, R514.

A collection of studies and technical papers which presents information on all aspects of the development of reading materials for new literates. National studies are presented for India, Pakistan, Ceylon and the United Kingdom. There is a long chapter on the organization and administration of a literature bureau. Literature organizations at work are illustrated by chapters on the Burma Translation Society and the Latin American Fundamental Education Press. There is a four-page bibliography.

SIMPLE READING MATERIAL FOR ADULTS: ITS PREPARATION AND USE. Manuals on Adult and Youth Education No. 3. 1963, 95 pp. UNESCO Publications Center, P.O. Box 433, New York, N.Y. 10016. Price $1.25.
ARC Catalog No. 381.456554, U58.

This is a joint production of several authors, presented as a guide to writing methods and publishing procedures which have been effective in many countries. It is concerned with books and periodicals for new literates to read rather than with materials about literacy teaching. Contains examples of easy reading materials produced in several countries and tells how such materials were prepared. There is a three-page bibliography.

Libraries

BOOK, TEXTBOOK AND LIBRARY DEVELOPMENT. AID Bibliography Series: Education and Human Resources No. 1. Dec. 15, 1970, 36 p. Programming System Division, Bureau for Program and Policy Coordination, AID/Washington. No charge.
ARC Catalog No. 016.21, A265.

The emphasis in this bibliography is on the reports and documents developed in connection with AID programs on book, textbook and library development. However, reports of other agencies working in these three fields in developing countries are included to a limited extent.

Mobile Units
Audio-Visual

Adult Education

"Mobile Units - Then and Now," "Gift Mobile Units," and "Mobile Units Around the World," THE MULTIPLIER, Vol. IV, No. 4, November/December 1961, p. 2-9, 16-21. (Out of print but available in the AID Reference Center.) Communications Resources Division, Office of Program Support, AID/Washington. ARC Catalog No.

Traces the development of different types of audio-visual mobile units by AID. Contains photographs of their use in many different countries.

Mobile Units
Audio-Visual

Films and Filmstrips
Radio

THE USE OF MOBILE CINEMA AND RADIO VANS IN FUNDAMENTAL EDUCATION. Publication No. 582. 1949, 192 p. Prepared by the Film Centre, London, for UNESCO, Paris. Out of print but available in the AID Reference Center.
ARC Catalog No.

An early study, as part of a series on the problems and potential of mass communications, devoted to the use of mobile film and radio units in campaigns for health, agricultural improvement, and literacy. Discusses the organization of mobile services, kinds of transport, projectors and projection, sound and radio, programming, training and administration, and research.

Mobile Units
Audio-Visual

Adult Education
Haiti

Wesselmann, Robert A., "Mobile A-V Unit, Tailor Made for Haiti," THE MULTIPLIER, Vol. IV, No. 5, January/May, 1962, p. 16-18. (Out of print but available in the AID Reference Center.) Communications Resources Division, Office of Program Support, AID/Washington. ARC Catalog No.

Presents the design for a special mobile audio-visual unit for use in the agricultural information program in Haiti. A Chevrolet, 6-cylinder, four-wheel-drive, panel truck served as the basic vehicle. The equipment, installation needs and costs are provided. Construction features are shown in photographs.

Mobile Units
Bookmobiles

Brown, Eleanor Frances, BOOKMOBILES AND BOOKMOBILE SERVICE, 1967, 471 p. Scarecrow Press, 52 Liberty St., P.O. Box 656, Metuchen, N.J. 08840. Price 11.50.

The author of this book is an experienced bookmobile librarian. She gives a wide variety of practical suggestions on plans for bookmobile structure and on all phases of bookmobile operation.

Mobile Units
Skill Training

Adult Education

UTILIZATION OF MOBILE FACILITIES FOR DEVELOPMENT OF ENTRY WORK SKILLS FOR ARKANSAS' RURAL UNEMPLOYED AND LOW INCOME EARNER: A FEASIBILITY STUDY. July 1967, 46p. School Planning Laboratory, University of Nevada, Reno, Nevada 89107.
ERIC Order NO. ED 022 000. Microfiche 25 cents, paper copy $1.92.

The study recommends use of mobile training facilities for under-employed and unemployed adults. It also recommends that the programs include job training on such subjects as household appliance repair, mechanics helper, farm equipment maintenance and nursing home housekeeper.

Mobile Units
Skill Training

Thailand
SE Asia
Skill Training
Rural Education

Bunthawat Srisinghasongkram and Mark E. Anderson, edited by Dr. George Belknap, EVALUATION OF THE MOBILE TRADE TRAINING UNITS PROGRAM. October 1968, 22p. Department of Technical and Economic Cooperation, Government of Thailand, Bangkok, Thailand. ARC Catalog No. TI 373.246, T364.

A summary of operations, needs and potential of 54 mobile skilled trade training units to be established by the end of 1971. A formal study of the problems and shortcomings of the travelling program initiated by the Department of Vocational Education in 1960 with the help of the USA, to teach skills such as mechanics, electricity, radio repair, carpentry, barbering and others in the rural areas. Offers 14 recommendations for planning and budgeting.

MOBILE TRADE TRAINING UNITS. 1969, 78 p. Vocational Promotion Division, Department of Vocational Education, Bangkok, Thailand.
ARC Catalog No. TI 373.246, T 364.

The Mobile Trade Training Unit program was established in 1960 with the objective of taking teachers and equipment to rural areas where adults and out-of-school youth could learn the basic skills required to enable them to secure jobs. Skills included metalwork, automechanics, electricity, radio and TV, welding, woodworking, cooking, sewing and tailoring, barbering and hair dressing. Well-illustrated and printed in both English and Thai, the booklet describes the goals, methods of operation, and planning for 54 units by 1972. This program was carried out as a joint US/Thai activity under the A.I.D. Rural Education Project.

Museums

Laraabee, Eric (Editor), MUSEUMS AND EDUCATION. 1968, 255 p. Smithsonian Institution. Order from: George Braziller, Inc., 1 Park Ave., New York, N.Y. 10016. Price $6.50.

Analyzes the existing situation with respect to the educational programs of museums, and points out certain reasons why there is need for the improvement of such programs. Describes different types of museums and suggests methods for making their educational programs more effective.

MUSEUM TECHNIQUES IN FUNDAMENTAL EDUCATION. 1956, 55 p. UNESCO Publications Center, P.O. Box 433, New York, N.Y. 10016. Price 40 cents.

This publication describes the design principles and practical uses of exhibitions. Suggests methods for the planning and construction of exhibits, and for the development and execution of an exhibits program.

Satellite Communication

Schramm, Wilbur, COMMUNICATION SATELLITES FOR EDUCATION, SCIENCE AND CULTURE. 1968, 23 p. UNESCO Publications Center, P.O. Box 433, New York, N.Y. 10016. Price $1.00.

The author examines the present pattern of satellite communication as well as problems and prospects for the future. He discusses the satellite's role in the exchange of data, news transmission, cultural exchange and general education with a view to the rapid application of these techniques for the benefit of people everywhere.

Study Tours

Brazil

Leader Grants

Youth Programs

Hulet, Claude L., UCLA-BRAZIL PROJECT IX (F.Y. 1970 UCLA-BRAZIL STUDENT LEADER SEMINAR): FINAL REPORT. 1970, 192 p. Prepared for the U.S. Department of State by the Office of the Coordinator of Overseas Programs, University of California, Los Angeles.
ARC Catalog No. BL 374.013, C153b.

This is the twelfth annual report of six-week study tours for student leaders from Latin America conducted by the Department of State. The first three groups were university students from Colombia and the last nine from Brazil. They received instruction and travel study devoted to United States civilization and culture. The academic study program was conducted at the University of Los Angeles, after which they traveled to San Francisco, Puerto Rico, New York City and Washington, D.C. to observe the activities of various governmental agencies and professional and cultural organizations.

Traveling Seminars

Turkey, Iran, Pakistan
Agricultural Extension

CENTO Traveling Seminar Reports. May be obtained from the Office of United States Economic Coordinator for CENTO Affairs, Central Treaty Organization, Ankara, Turkey.

These reports are interesting examples of how a group of specialists have promoted an exchange of ideas and techniques among professional leaders in countries using different languages. Techniques involved careful preparation of materials by both foreign specialists and participants, well-planned visits and the development of illustrated reports to communicate the findings to all three countries. Cooperating countries were Turkey, Iran and Pakistan.

(a) TRAVELLING SEMINAR FOR INCREASED AGRICULTURAL PRODUCTION. April 7 - May 30, 1962, 145 p.
ARC Catalog No. NEA 630.956, C 397.

(b) TRAVELLING SEMINAR ON AGRICULTURAL CREDIT AND COOPERATIVES. October 4 - November 21, 1964, 80 p.
ARC Catalog No. NEA 332.3, C 397.

(c) CENTO TRAVELING SEMINAR ON FRESH FRUIT AND VEGETABLE MARKETING. June 30 - August 26, 1965, 69 p.
ARC Catalog No. NEA 380.141635, C 397.

(d) CENTO TRAVELING SEMINAR ON VETERINARY EDUCATION AND ANIMAL HEALTH. July 25 - August 10, 1965, 140 p.
ARC Catalog No. NEA 636.089, C 397.

(e) CENTO TRAVELING SEMINAR ON FARM TOOLS AND IMPLEMENTS. October 10 - November 26, 1966, 142 p.
ARC Catalog No. NEA 631.3, C 397.

(f) CENTO TRAVELING SEMINAR ON PROCESSING AND MARKETING OF FRUIT AND VEGETABLE PRODUCTS. July 3 - August 19, 1967, 86 p.
ARC Catalog No. NEA 664.028, C 397.

(g) CENTO TRAVELING SEMINAR ON MARKETING OF LIVESTOCK AND LIVESTOCK PRODUCTS. October 1 - November 17, 1967, 87 p.
ARC Catalog No. NEA 380.14136, C 397.

TARGET AREAS

Adult Education ZAMBIA

ADMINISTRATIVE DOCUMENTS OF THE AFRICAN ADULT EDUCATION ASSOCIATION. 1969, 23p. African Adult Education Association, Lusaka, Zambia ERIC Order NO. ED 034 952. Microfiche 25 cents, paper copy $1.25.

This collection of documents includes recommendations on training for adult education in Africa. It emphasizes the importance of adult education in view of pressures from increase in population, agriculture, industrialization, urbanization, and community development.

Adult Education Libraries
Museums

ADULT EDUCATION: CURRENT TRENDS AND PRACTICES. 1949, 149 p. Published by UNESCO. Order from: UNESCO Publications Center, P.O. Box 433, New York, N.Y. 10016. Price 75 cents.

This is a collection of articles on the problems of adult education. Part three of the book (p. 77 - 145) discusses methods and institutions engaged in adult education. The role of public libraries and the museums is especially emphasized. One article (p. 122) discusses the adult education service of Enoch Pratt Free Library of Baltimore, Maryland.

Adult Education

ANALYSIS AND INTERPRETATION OF ABE EXPERIENCE IN THE INNER CITY: TOWARD A THEORY OF PRACTICE IN THE PUBLIC SCHOOLS. 1970, 196 p. Contract No. OEC 0-9-422163-441(324). Prepared for the U.S. Office of Education, Department of Health, Education and Welfare, Washington, D.C. by the Center for Adult Education, Teachers College, Columbia University, New York, N.Y. 10027.
ARC Catalog No. 374.973, C726.

This is the first annual report (May 1969 - June 1970) on an Adult Basic Education (ABE) project in six large cities in the United States designed to identify the common problems and practices of inner city pressures involving the urban poor. The innovation and methodology aspects may have applications in non-formal education programming for developing countries. Contains an 87-page appendix containing a transcript of a group consultation and other project documents of methodological interest.

Batten, T.R. and Madge Batten, THE NON-DIRECTIVE APPROACH IN GROUP AND COMMUNITY WORK. 1967, 154 p. Oxford University Press, 200 Madison Ave., New York, N.Y. 10016. Price about $3.00.
ERIC Accession NO. ED 030 835.

Part one of this book examines the directive and non-directive approaches to social betterment with the conclusion that each is more useful and suitable in some situations than in others. Part two discusses the role of non-directive workers in antonomous groups, discussion groups, youth work, and other areas. The conclusion is that people are more likely to act on what they have freely decided to do than on what others have tried to persuade them to do.

Adult Education

Bebb, Aldon M. and others, SUPERVISORY CONFERENCE AS INDIVIDUALIZED TEACHING. Association for Student Teaching, Bulletin No. 28. 1969, 36 p. Order from: Publications -- Sales Section, National Education Association, 1201 Sixteenth Street, N.W., Washington, D.C. 20036. Price $1.25.

This pamphlet emphasizes the importance of conferences and lists objectives that a teacher can achieve through them. Among the topics discussed are: nonverbal communication, inhibiting communication, and principles of effective conferences, including conference preparation and the rewards of productive conferences.

Adult Education Literacy Training

BE INFORMED UNITS. About 1969, 40 p. in each of ten units. New Readers Press, Box 131, 1112½ E. Fayette Street, Syracuse, New York 13210. Price: 75 cents per unit, 50 cents per unit in quantities of 25 or more.
ARC Catalog No.

A basic education series of practical value to adults and teenagers with low reading skills. Reading level: 4th to 6th grade. Each title is a complete teaching unit.

Unit 1 Be Informed on Personal Credit

" 2 Be Informed on Buying an Auto

" 3 Be Informed on Owning an Auto

" 4 Be Informed on Buying a House

" 5 Be Informed on Personal Insurance

" 6 Be Informed on Renting a House

" 7 Be Informed on Finding a Job

" 8 Be Informed on Reading Your Newspaper

" 9 Be Informed on Taxes

" 10 Be Informed on Mental Retardation

Adult Education

Boyd, Robert D., (Editor), BEYOND THE FOUR WALLS: ADULT EDUCATORS AS URBAN CHANGE AGENTS. 1969, 100 p. Bookstore, University Extension, University of Wisconsin, 432 North Lake St., Madison, Wis. 53706. Price $2.50.
ERIC Accession No. ED 029 232.

A collection of ten papers reviewing problems and issues related to professional and non-professional workers, urging strong ties between the two in order to help meet the massive service needs of society. It concludes that there is a need for increased administrative support for programs of this type, as well as improved communication and greater interaction among workers in this kind of activity.

Adult Education

Literacy Training
Communications Media

CONFERENCE ON THE APPLICATION OF NEWER SCIENTIFIC METHODS OF LEARNING AND TEACHING TO SELECTED MAJOR EDUCATIONAL PROBLEMS IN DEVELOPING COUNTRIES. September 1961, 144p. Prepared by the American Council on Education for Office of Educational Services, Communications Media Staff, International Cooperation Administration, Washington, D.C.
Out of print.
ARC Catalog No. 370.71, C 748.

This conference report deals with the six priority problem areas around which the conference workshop groups were organized: adult-skill training, adult literacy and continuing education, upgrading primary school teachers, training teachers of English, science education in elementary and secondary schools, and elementary vocational education. The first two problems mentioned above should be of particular interest to those concerned with non-formal education.

Adult Education

Nigeria
Africa

CONTINUING EDUCATION SEMINAR. November 1963, 74 p. University of Nigeria, Nsukka, Nigeria.
ARC Catalog No. NI 378.669, N685.

In cooperation with the University of Nigeria, AID conducted a seminar on continuing education in the new Extra-Mural Studies Department. This is a compilation of four papers read by experts from the University of Leeds, England; University of Edinburgh, Scotland; Michigan State University; and the University of California, Los Angeles on the subject of planning adult education programs in a developing nation.

Adult Education

Yugoslavia

David, M., ADULT EDUCATION IN YUGOSLAVIA: MONOGRAPHS ON EDUCATION. 1962, 185 p. UNESCO Publications Center, P.O. Box 433, New York, N.Y. 10016. Price $2.00.

This study depicts adult education programs in a country having a great diversity of people with a wide range of educational attainment. In addition to formal adult education, special emphasis is given to non-formal training. The varieties of educational methods discussed (p. 129-163) include small group teaching techniques.

Adult Education

THE DIRECTORY OF ADULT EDUCATION ORGANIZATIONS 197[illegible] 1970, 53 p. Library of Continuing Education, Syracuse University, Syracuse, N.Y. ERIC Order NO. 035 821. Microfiche 25 cents, paper copy $2.75.

The directory lists organizations which participated in the Galaxy conference, and provides information on their services and publications. It also lists some international organizations and other agencies concerned with adult education programs in the United States and Canada.

Adult Education

Nigeria
Adult Education

Doyle, Louis A., END OF TOUR REPORT. 1968, 18 p. USAID/Lagos, Nigeria in cooperation with the University of Nigeria, Nsukka. ARC Catalog No. NI 378.669 M624a.

The Michigan State University senior advisor in continuing education reviews the planning and implementation of the Continuing Education Program and the construction of the Continuing Education Center at the University of Nigeria. Discusses the relationship of extra-mural studies and continuing education, national and international aspects, and the beginning of the civil war hostilities.

Adult Education

FEDERALLY-FUNDED ADULT BASIC EDUCATION PROGRAMS: A STUDY OF ADULT BASIC EDUCATION PROGRAMS IN TEN STATES. PB 177 210. Xerox Corporation New York City. June 1967, 297 p. Available from: Office of Economic Opportunity, 1200 Nineteenth Street, N.W., Washington, D.C. 20506.

This is a case study of the adult basic education program in connection with the "War on Poverty." Each of ten cases is broken down into target population and functional criteria for the evaluation of output variables of the national, state and local ABE efforts. It also contains state-by-state statistics on various surveys conducted before and after the beginning of the program. The Xerox team which made the survey reports that they do not believe the ABE program has had a substantial impact on the employability of the participants. They also warn against belief that employability may be a reasonable expectation of the program.

Adult Education

Greece
Literacy Training

Fourre, Pierre and others, ADULT EDUCATION TECHNIQUES IN DEVELOPING COUNTRIES: A GREEK CASE STUDY. Problems of Development Series. 1967, 136 p.
ERIC Assession No. ED 013 417.

Through the help of the Organization for European Economic Cooperation (OECD), Greece has established a network of adult education centers outside towns to meet the problems of illiteracy and low education level. These centers provide library services and recreational programs administered by a local primary teacher. The programs utilize community personnel and government specialists to promote village development and to raise both living standards and educational levels.

Adult Education

Goldman, Freda H. (Editor), EDUCATIONAL IMPERATIVE: THE NEGRO IN THE CHANGING SOUTH. CSLEA NOTES AND ESSAYS ON EDUCATION FOR ADULTS. No. 37, 1963, 110 p. Syracuse University Press, Box No. 8, University Station, Syracuse, N.Y. 13210.
ERIC Accession No. ED 034 152.

The publication is a summary of papers sponsored by the Negro College Committee for Adult Education on "The Negro in the Changing South" which were presented in a 12-day seminar. The papers suggest the need for a new posture for adult education, both formal and non-formal, to match the new and potential responsibilities of the Negro.

Adult Education Literacy Training

Hely, Arnold S.M., ADULT EDUCATION IN NEPAL. December 22, 1966, 44p. Report Number NC-21-66.
ERIC Order NO ED 014 668. Microfiche 25 cents, paper copy $1.84.

The report discusses sociological and anthropological factors affecting both economic development and education in the area. It also provides a background of the extent of progress in adult education and makes recommendations on university extension programs, teacher-training and related topics.

Adult Education Literacy Training

Hely, A.S.M., NEW TRENDS IN ADULT EDUCATION: FROM ELSINORE TO MONTREAL. 1962, 133p. UNESCO Publications Center, P.O. Box 433, New York, New York 10016. Price $1.50.
ARC Catalog No. 374,H486.

This monograph examines the rapid evolution of the adult education movement which occurred between the UNESCO-sponsored International Conference on Adult Education at Elsinore, Denmark in 1949 and the World Conference on Adult Education in Montreal in 1960. The author traces the steady development of organized adult education world-wide, particularly since 1945, and comments on the rapid development of international consultation and cooperation in this field. He discusses why the report of the 1960 Montreal conference may stand as a landmark in the literature of international adult education. The immediate, overpowering need for adult education in the developing countries is presented with convincing arguments. Included in this monograph are descriptions of structure and organization, forms and methods of adult education, the effects of change on society and the resultant needs for adult education generated in both developed and developing countries.

Adult Education

Adult Education
Nepal

Holtzclaw, Katharine, VISIT TO NEPAL. July 1963, 9 p. AID/Washington.
ARC Catalog No. NP 376.95496 H758.

A summary report of two-weeks consultation in USAID/Nepal to improve the training and education of women in home science, agriculture, sanitation and participation in public affairs.

Adult Education

Turkey
Community Development

Hunsaker, Herbert C., END OF TOUR REPORT OF ADULT EDUCATION ADIVSOR.
March 25, 1965, 16 p. TOAID A-1587, USAID/Ankara, Turkey.
ARC Catalog No.

This report is a comprehensive statement concerning the history and development of the General Directorate of Adult Education from its beginning in 1960 until the early part of 1965. Dr. Hunsaker describes his work with the Directorate which administered, planned and conducted adult education programs and activities at the national, provincial and local levels. He was particularly concerned with raising the level of literacy of the out-of-school youth and adults, and with the development and promotion of mobile vocational training units for men and women. Contains 15 pages of attachments that include important government decrees and organizational matters.

Adult Education

Literacy
Skill Training

Illich, Ivan, "The Futility of Schooling in Latin America." SATURDAY REVIEW, April 20, 1968, p. 57-59, 74-75. Reprint available: AID Reference Center.
ARC Catalog No. LAT 374.98,I29.

A former vice-president of the Catholic University in Puerto Rico, Monsignor Illich contends that schools in Latin America are favoring the middle class and not the masses. He recommends practical education like in-service apprenticeship in factories and thinks that factories should serve also as training centers and that industry should be programmed to have educational tasks.

Adult Education

Literacy Training

McAlhone, Beryl (Editor), AFTER SCHOOL ENGLISH: A REPORT FROM THE NATIONAL EXTENSION COLLEGE. 1966, 53p. National Extension College, Shafesbury Road, Cambridge, England. 10 shillings.
ERIC Accession NO. ED 030 079.

A report on the effectiveness of extension courses in England in which students 20 to 50 years of age participated. Most of the students were seeking a certificate which they needed for job advancement.

Adult Education

Manpower Training
Audio-Visual

McCalley, Hazel and others. BASIC EDUCATION FOR ADULTS: ARE SPECIAL TOOLS AND TECHNIQUES NEEDED? PANEL AND WORKSHOP? 1966, 65 p. ERIC Order NO. ED 017 787. Microfiche 50 cents, paper copy $2.68.

This document discusses the need for appropriate materials, adequate testing of achievements and careful selection and training of teachers. It suggests wide use of audio-visual material, referring to examples from experience with tested programs, and recommends special workshops and the setting up of teacher training centers to prepare teachers for such programs.

Adult Education

Morphet, Edgar L., and Charles O. Ryan (Editor), DESIGNING EDUCATION FOR THE FUTURE. IMPLICATIONS FOR EDUCATION OF PROSPECTIVE CHANGES IN SOCIETY No. 2. May 1967, 334 p. Designing Education for the Future, Denver, Colorado. Available from Educators Service Division, Citation Press, Scholastic Magazines, Inc. New York, N.Y. Price $2.00.
ERIC Accession No. ED 022 576.
Related documents: ERIC Accession Nos. ED 018 008 and ED 022 565.
A collection of papers presented at a conference held in Salt Lake City, Utah, October 24-26, 1966.

The papers are directed primarily toward the scope and organization of education, projected educational programs, community colleges, compensatory education, adult education, higher education, and research and development.

Adult Education Africa

Neville, Howard R., REPORT ON THE CONTINUING EDUCATION PROGRAM AT THE UNIVERSITY OF NIGERIA. October, 1962, 16 p. Michigan State University, East Lansing, Michigan.
ARC Catalog No. NI 378.669, N 523.

A consultant's assessment of the new Continuing Education Center covering programs in agriculture, community development, education, business and industry, education for women, and government service. He recommends that the university adopt adult education programs that relate closely to the practical needs of the people and the nation.

Adult Education

Nylen, Donald and others, HANDBOOK OF STAFF DEVELOPMENT AND HUMAN RELATIONS TRAINING: MATERIALS DEVELOPED FOR USE IN AFRICA. Publications Sales Section, National Education Association, 1201 Sixteenth Street, N.W., Washington, D.C. 20036.
Price $4.00.

This handbook contains nine chapters with appendixes on workshops and a bibliography. Significant subject matter includes: training in English-speaking-countries of Africa, exercises for intercultural conflict resolution, and skill practice. The chapter on exercises (p.118-174) includes discussion of communications, perception and the transmission of information, utilizing group resources, diagnosing staff problems, and decision-making under pressure. Intergroup activities and skill practice are also discussed with pertinent examples, diagrams, and plans with sample schedules.

Adult Education

Pagano, Jules, EDUCATION IN THE PEACE CORPS: EVOLVING CONCEPTS OF VOLUNTEER TRAINING. 1965, 57 p. Order from: Center for the Study of Liberal Education for Adults, Boston University, 138 Mountfort St., Brookline, Mass. 02146. Price $1.50 (paper).

This is a collection of notes and essays on adult education in the Peace Corps. Among the major subjects are: Working with the university community, custom-made training, in-house training, field experience, advance-training program, and the cross-cultural approach.

Adult Education On-The-Job-Training

THE QUIET REVOLUTION. 1967, 142 p. Office of Economic Opportunity, Washington, D. C. 20506.
ARC Catalog No.

Describes the utilization and training of jobless men and women through programs in the U.S. like community action, "Upward Bound", legal services, foster grandparents, migrant workers, neighborhood service centers, health centers, "Head Start", "Job Corps", "Vista", neighborhood youth corps, adult basic education, work experience, rural loans and small business loans.

Adult Education Australia

Roberts, Hew, RURAL ADULT EDUCATION IN AUSTRALIA. 1960, 59p. ERIC Order No. ED 033 272. Microfiche 50 cents, paper copy $3.05.

Since Australian rural areas lack facilities for adult education, interaction tends to occur informally on playing field or in book discussion groups meeting in homes. Summer schools, "non-credit" residential programs on university campuses, usually about one week in length, are growing rapidly. Traveling lecture and cultural programs are available.

Adult Education Russia
Correspondence Education

Rosen, Seymour M., PART-TIME EDUCATION IN THE USSR: EVENING AND CORRESPONDENCE STUDY. OE-14113, Bulletin 1965, No. 17. 1965, 141 p. Office of Education, U.S. Department of Health, Education and Welfare. Order from: Superintendent of Documents, U.S. Government Printing Office, Washington, D. C. 20401. Price 55 cents. ARC Catalog No. UR 374.947, R 813.

This booklet encompasses general education and specialized training of urban and rural youth and adults, "without interruption of production." The data is related to educational programs in the United States known as work-study, continuing education, evening, correspondence, and part-time study. Chapters cover: Development of Part-time Education in the USSR, Part-time General Elementary-Secondary Education, Part-time Higher Education, and Informal Part-time Education. Correspondence education is detailed in the first three chapters.

Adult Education

Schroeder, Wayne L., CONCERNS ABOUT ADULT EDUCATION. 1968, 14 p; ERIC Order NO. ED 023 982. Microfiche 25 cents, paper copy 80 cents.

A national survey (1961-62) revealed that only one adult out of five participates annually in education activities. The graduates' negative attitude toward education needs to be replaced by an appreciation for life-long learning. Efforts of adult education agencies are fragmented. The report recommends a system for continuous and reliable data collection and a broader and more balanced program.

Adult Education

Thomas, Myra H., Thelma M. Knuths and Sidney E. Murphy, compilers, BOOKS RELATED TO ADULT BASIC EDUCATION AND TEACHING ENGLISH TO SPEAKERS OF OTHER LANGUAGES. OE-13039. May 1, 1970, 18 p. National Center for Educational Communication, Office of Education, U.S. Department of Health, Education and Welfare. Order from: Superintendent of Documents, U.S. Government Printing Office, Washington, D.C. 20402. Price 30 cents. ARC Catalog No.

This bibliography from the Educational Materials Center was prepared to answer requests for new materials related to adult basic education and the teaching of English. Categories in the table of contents which relate to non-formal education are professional resources, student texts, English language skills, guidance services, and materials for adults and young readers. Reports on publications received by the Center between September 1968 and May 1970.

Adult Education Latin America

STUDY OF ADULT EDUCATION ACTIVITIES IN LATIN AMERICA. Contract No. AID/la-205 (Latin America Regional). January 1966, 12 p. Prepared for AID/Washington by Adult Education Association of the U.S.A., 1225 Nineteenth St., N.W., Washington, D.C. 20036.
ARC Catalog No. LAT 374, A 244.

A report covering the previous six-month period on planning a communications organization for surveying adult education activities in 11 Latin American countries. Discusses planning for evaluation of adult education programs, and operating a clearinghouse in Washington on overseas adult education activities.

Adult Education Sudan

TRAINING FOR ADULT EDUCATION IN AFRICA: PAPERS FROM THE FOURTH CONFERENCE OF THE AFRICAN ADULT EDUCATION ASSOCIATION (Khartoum, Sudan, December 28, 1968 to January 4, 1969). 1969, 158 p. African Adult Education Association, Lusaka, Zambia.
ERIC Order No. ED 031 666. Mircofiche 75 cents, no paper copy.

A collection of documents concerning Africa's need for teacher training in adult education. They deal with training techniques, illiteracy, night schools, part-time teachers, commmunity development, in-service training, and the folk school approach.

Adult Education

Vocational Education
Skill Training
How-to-do-it Instruction

VILLAGE TECHNOLOGY HANDBOOK. May 1970, 375 p. VITA (Volunteers in International Technical Assistance), College Campus, Schenectady, N.Y. 12308. AID staff members should write TA/AGF, AID/Washington regarding availability.
ARC Catalog No. 621.9, A265a.

This is a how-to-do-it booklet to help villagers to help themselves, using resources available to them. This edition gathers into one publication the more useful parts of two prior volumes published by VITA in 1963 and 1964. It contains chapters on water resources, health and sanitation, agriculture, food processing and preservation, construction, home improvement, crafts and village industry, and communications.

Adult Education

Watt, Lois B. and Sidney E. Murphy (compilers), ADULT BASIC EDUCATION. No. OE 14031-41. Sept. 1968, 14 p. Educational Materials Center, U.S. Office of Education. Order from: Superintendent of Documents, U. S. Government Printing Office, Washington, D. C. 20402. Price 30 cents.
ARC Catalog No. 016.374, W345.

This annotated bibliography has two main sections, teacher resources, and student texts. The references in the second section are classified by subject matter area. There are also brief lists of textbooks for American Indian schools, and of general interest reading materials for adult and young readers in need of remedial experience.

Community Development Rural Development

Alcock, A.E.S., and Helga M. Richards, HOW TO PLAN YOUR VILLAGE. 1956, 60 p. Longman's, Green and Co. Inc., 55 Fifth Avenue, New York 3, New York
ARC Catalog No. AFR 301.35, A354.

This well illustrated booklet was prepared to instruct villagers around the world, but especially in Africa, in how to plan and improve the growth arrangement of villages. Clearly written and printed in large type, the contents deal with plans and contours, roads, erosion, markets, workshops, playing fields and water supplies.

Community Development

Biddle, William W. and J. Laureide, THE COMMUNITY DEVELOPMENT PROCESS: THE REDISCOVERY OF LOCAL INITIATIVE. 1965, 347 p. Holt, Rinehart and Winston, Inc., 383 Madison Ave., New York, N.Y. 10017. Price $7.95.
ERIC Accession NO. ED 022 580.

This book presents two case studies, one in a mining country in rural Appalachia and the other in a deteriorating neighborhood in a northern industrail city. A process of development is identified that can be used in communities small enough to permit attention to individual improvement.

Community Development

Franklin , Richard and others, COMMUNITY DEVELOPMENT IN DEVELOPED COUNTRIES. 1964, 104p.
ERIC Order NO. ED 022 141. Microfiche 50 cents, paper copy $4.24.

Part of a report of seminar proceedings, the six papers review the conceptual dimensions, issues and directions of community development in the United States and Australia. It includes case discussions, together with theoretical formulations on program initiation, goal achievement, problem solving, sponsorship and financial resources, leadership training and the community development process.

Community Development India

Hodgdon, Linwood L. and others, COMMUNITY DEVELOPMENT IN EMERGENT COUNTRIES. 1964, 57 p.
ERIC Order No. ED 022 140. Microfiche 25 cents, paper copy $2.36.

Part of a report of seminar proceedings dealing largely with conditions, requirements and effective principles of rural extension and the government system of community development in Thailand, India and the Philippines.

Community Development

Kay, L.B., HANDBOOK FOR COMMUNITY ACTION IN RURAL ECONOMIC ACTION: A RESEARCH REPORT. 1968. 172 p. Order from: National Technical Information Service, Springfield, Va. 22151. NTIS Price $3.00. Order No. PB 183 168.

This report focuses on the ways in which staffs can assist rural community action agencies in achieving more jobs and higher incomes through special education and training.

Community Development Agricultural Extension

Lancaster, Josephas Jackson, THE AGRICULTURAL EXTENSION SERVICE COMMUNITY DEVELOPMENT PROGRAM IN GEORGIA. 1959, 176p. University Microfilms, 300 Zeeb Rd., Ann Arbor, Michigan 48106.
Order NO. 60-607. Microfilm $2.50, paper copy $8.20.

This doctoral dissertation concerns the Georgian Community Development Program in agricultural extension teaching. Compares the Georgian program with others and suggests that communities with active clubs tended to have more families living within their boundaries and have more adequate community facilities and services. Active clubs utilized a great number of committees in their project activities and worked on a greater and more widely diversified range of projects.

Community Development Adult Education

Love, R.L., A DESCRIPTION AND EVALUATION OF SELECTED EDUCATIONAL COMPONENTS OF COMMUNITY ACTION PROGRAMS: PORTLAND ATTACHMENT. 1967, 182 p. Office of Economic Opportunity, 1200 Nineteenth Street, N.W., Washington, D.C. 20506. Order from: National Technical Information Service, Springfield, Va. 22151.
NTIS Order No. PB 176 600. Price $3.00.

This report describes the objectives, size, organization, student characteristics, administration and operational issues of three educational programs in Portland, Oregon. These programs are: The Reed Adult Literacy Training Program, The Summer Study and Learning Centers, and the Pre-high Summer School Orientation Program. The initation of the programs has resulted in a greater concern for the poor. The school district now sends representatives to neighborhood council meetings to explain school programs and policies, and neighborhood delegations visit the assistant school superintendent to make requests and suggestions.

Community Development

Social Change
Training Methodology

METODOLOGIA DE AGAO COMUNITARIA (METHODOLOGY OF COMMUNITY ACTION). November 1970, 19 p. Agao Comunitaria do Brasil - GB, Avenida 13 de maio #13, 10 andar, sala 1017, Rio de Janeiro, Guanabara, Brasil. ARC Catalog No. BR 301.340981, A168.

A description of the objectives and basic characteristics of this program in the State of Guanabara, its working methods and process of social intervention. This is a community development program especially oriented toward the problem of slums, and covers the areas of health, education, residential constructinn and maintainance, and financing. Refers to many methods of non-formal education utilized to carry out this program.

Community Development

India
Adult Education
Community Development

Mezirow, Jack D., COMMUNITY DEVELOPMENT TRAINING PROGRAMS IN INDIA. April 1959, 63 p. ICA/New Delhi, India. ARC Catalog No. IN 301.340954, M617.

Presents outlines of training courses in community development for orientation training centers and the Central Institute of Research and Study in Community Development, Ministry of Community Development, New Delhi, India.

Community Development Adult Education

Mezirow, J.D., THE LITERATURE OF COMMUNITY DEVELOPMENT: A BIBLIOGRAPHIC GUIDE. May, 1963, 177 p. AID/Washington and the Training Division, Peace Corps, Washington.
ARC Catalog No. 016.30134, M 617.

An extensive unannotated bibliography prepared for the guidance of Peace Corps Volunteers in the developing countries. There are 1589 listings under ten geographic regions covering social and cultural factors, organization and administration, training, evaluation and research, agriculture, health and sanitation, education, social development, housing, resettlement, women and youth, recreation, urbanization, economic development, land tenure and reform, political development, population and technical assistance.

Community Development

Ceylon
Adult Education

Ogden, Jean, COMMUNITY DEVELOPMENT TRAINING: CONFERENCE SUMMARY. May,1959, 55 p. plus appendixes. Community Development Division, Office of Public Services, ICA/Washington.
ARC Catalog No. FEA 301.34, C748a.

This is a report on a conference on community development training held in Ceylon, May 3-9, 1959 with both government and USOM advisors representing eight different countries in the Near East, South Asia and the Far East. Designed to establish basic training methods and training requirements for host country community development personnel, the report discusses training of administrative officers and supervisors, village workers and local leaders in community development programs. Considers methods of evaluating training. Presents a summary of reactions and recommendations of the conferees.

Community Development

RURAL COMMUNITY ACTION THROUGH ECONOMIC DEVELOPMENT: OEO GUIDANCE. April 15, 1969, 26 p. Office of Economic Opportunity, 1200 Nineteenth Street, N.W., Washington, D.C. 20506.

This community action program guidance paper discusses self-help enterprises, individual self-employment and organization for self-employment. The appendix contains brief case histories of self-help, manpower-development, business and industrial-development programs.

Community Development

Liberia
Adult Education

SELECTED PRINCIPLES AND PRACTICES OF COMMUNITY DEVELOPMENT: A HANDBOOK FOR COMMUNITY DEVELOPMENT WORKERS. January 1959, 63 p. International Cooperation Administration/Monrovia, Liberia .
ARC Catalog No. LB 301.3409666, L695.

This monograph was prepared by ICA education advisors in cooperation with the Department of Public Instruction, Republic of Liberia, as a reference guide for teachers and leaders in community development work. Discusses committee activities, records and reports, organization, fundamental education in Liberia, and community development work in Ghana, India and the Philippines.

Community Development

Youth Programs

SOURCE BOOK FOR NEIGHBORHOOD AIDS IN COMMUNITY ACTION PROGRAMS. Prepared by the Curriculum Development Project of the National Committee on Employment of Youth. Order from: National Technical Information Service, Springfield, Va. 22151. Price $3.00.

This publication covers a wide range of information which may be helpful in demonstration-training programs for sub-professional personnel in youth employment projects. Subjects include: techniques for working in the community, major problem areas such as housing, welfare education, health, and police-community relations. Major emphasis is placed on the effective utilization of community resources.

Community Development

Communications Media
Audio-Visual: General
Radio and Television
Diffusion of Innovations
Adult Education

Spector, Paul, Augusto Torres, Stanley Lichtenstein, Harley O. Preston, COMMUNICATION AND MOTIVATION IN COMMUNITY DEVELOPMENT: AN EXPERIMENT. Contract No. AID/la-27 (repas-18). 1963, revised December 1964, 108 p. Prepared by Institute for International Services of the American Institute for Research, for Office of Research and Analysis, AID/Washington. ARC Catalog No. EC 001.5, I59.

This report describes a study in which various communications media--radio, movies, demonstrations, posters, slides and exhibits--were used in a systematic informational-motivational campaign to induce people in rural communities to adopt several innovations. The report evaluates the comparative effectiveness of different communications media under realistic conditions and describes the circumstances in which the media are effective.

Consumer Protection

Biesdorf, Heinz B. and Mary Ellen Burris, BE A BETTER SHOPPER: BUYING IN SUPERMARKETS. 1968, 42 p. Order from: Mailing Room, Building 7, Research Park, Cornell University, Ithaca, N.Y. 14850. Price $1.00.

This is a self-contained teaching and/or study unit for individuals or groups. One can become a better shopper by studying the 100 illustrated guides and by exploring the activities suggested in the bulletin.

Consumer Protection

GREEN POWER: CONSUMER ACTION FOR THE POOR. August 1969, 66 p. Office of Economic Opportunity, 1200 Nineteenth Street, N.W., Washington, D.C. 20506.

This pamphlet is designed for use by Consumer Action Agencies, other OEO grantees and community groups in planning for and establishing consumer action programs. It discusses one of the major problems — consumers without choice — and suggests possible remedies through consumer education. Among the major subjects presented are: elements in a consumer action program, the range of consumer action, and organizing for a comprehensive consumer action program.

Consumer Protection

Jones, D.S., RESEARCH AND EVALUATION OF BAY AREA NEIGHBORHOOD DEVELOPMENT FOUNDATION (BAND). 1966. 165 p. Order from: National Technical Information Service, Springfield, Va. 22151. Price $3.00.

This is an evaluation of BAND's program of consumer education and organization in selected low-income areas, part of the San Francisco Bay area. The interview method was used, incorporating consumer surveys as well as an anthropological study of the Hunters Point area.

Cooperatives Rural Development

Hogen, Timothy L., REPORT ON THE COOPERATIVE LEAGUE IN NORTHEAST BRAZIL: THE INTRODUCTION OF THE PEASANT TO THE COOPERATIVE MOVEMENT. 1966, 35 p. Cooperative League of the U.S.A., 59 East Van Buren Street, Chicago, Illinois 60605.
ARC Catalog No. BR 334.683, H 715.

The story of establishing cooperatives in the densely populated, poverty-stricken state of Pernambuco, Brazil, by the peasants and for the peasants. Funded and administered by the Cooperative League of the U.S.A., the report describes the methodology employed and the problems encountered duri g a four-year period. Discusses relations with the villagers, standards, economics, opposition, and training.

Cooperatives

HOW TO ORGANIZE A CO-OP: MOVING AHEAD TOGETHER. OEO Guidance 6148-1. 1969, 53 p. Prepared by the Cooperative League of the U.S.A. for the Office of Economic Opportunity, Economic Development Division, 1200 19th St., N.W., Washington, D.C. 20506.
ARC Catalog No. 334, C-778B.

This is a well-organized, effectively illustrated and easy-to-read booklet on the importance of cooperatives to low-income families. It contains chapters on what is a co-op, surveying the possibilities, organizing the members, financing, legal aspects and committees.

Family Planning

Adult Education
Literacy Training
Audio-Visual

Baird, Bil, edited by Martha Keehn and Linda Burgess, PUPPETS AND POPULATION. 1971, 75 p. World Education, 667 Madison Avenue, New York, N.Y. 10021.
ARC Catalog No. 301.3207, B163.

This booklet examines the utilization of puppetry as a supplementary teaching tool for the adult educator and literacy worker. It discusses how puppetry, when used as part of a total program of functional literacy for family planning, can help adults gain a wider understanding of population problems. A complete puppet play is included. Appendixes explain how to make puppets and build a stage. Numerous diagrams are included.

Family Planning

Adult Education

Blake, Robert R. (Editor), FAMILY PLANNING EDUCATIONAL MATERIALS: AN ANNOTATED BIBLIOGRAPHY OF SELECTED ITEMS. Monograph No. 6, September, 1969, 133 p. Carolina Population Center, University of North Carolina, Chapel Hill, N.C. Price $1.50. AID staff members may obtain copies without charge from: Field Support Division, Office of Population, Bureau for Technical Assistance, AID/Washington.
ARC Catalog No. 016.30132, B636.

Contains 781 annotations of materials designed to educate the public about the need for family planning, contraceptive methods and services, and benefits of small families. Describes both English and other language materials on reasons for family planning, methods, and family life education. Lists books, booklets, brochures, films, film strips, posters, and television presentations.

Family Planning Communications Media

Bogue, Donald J. and W. Bert Johnson, TOWARD A MASTER PLAN FOR FAMILY PLANNING COMMUNICATION. 1969, 11 p. Population Reference Library, Bureau for Technical Assistance, AID/Washington.

Reprint of a paper presented at a roundtable on "Communication and Development" at the Eleventh World Conference of the Society for International Development, November 15, 1969, New Delhi, India. While recognizing the fact that family planning programs have made significant progress in many countries, the authors believe that there is still need for a new strategy to step up the program. They suggest a plan to develop a broad communication program which would involve the training of a communication staff and continued communication research to improve information techniques.

Family Planning

FAMILY PLANNING: A MANUAL FOR FIELD WORKERS TO BE USED WITH THE VISUAL AIDS KIT. About 1964-65, 102p. Prepared by the Population Council, New York. Available from: The Population Council, 230 Park Avenue, New York, N.Y. 11205.

This manual contains a number of ideas potentially useful in implementing an action program for family planning. It was used by field workers as a pilot project with some success in India. Sample news releases and special guidance on the different potential uses of the visual aids material are provided. Contents of visual aids materials are described frame by frame.

Family Planning

FAMILY PLANNING EDUCATIONAL MATERIALS: AN ANNOTATED BIBLIOGRAPHY OF SELECTED ITEMS, edited by Robert R. Blake, Deborah W. Stirling and Suzanne R. Wolfe. Monograph 6. September, 1969, 148 p. Price: $1.50. Carolina Population Center, University of North Carolina, Chapel Hill, North Carolina 27514.

Bibliography has two main parts: (a) Materials for the General Public, and (b) Training Materials. The first part has section on the reasons for and methods of family planning. There is also a section on family life education. Listings have detailed annotations, and materials in other languages as well as English are listed. In addition to printed publications, films, film-strips, fliers-folders, posters, flip books, charts, flash cards and flannel board presentations are included.

Family Planning Pakistan

IUD CLINIC MANAGEMENT: A MANUAL FOR THANA FAMILY PLANNING OFFICERS. 1967. 12p. Issued by East Pakistan Family Planning Board. AID staff members may order from the Reference Library, Office of Population (TA/POP), AID/Washington.

This manual has been used in Pakistan as an instructional aid in training local officers. It consists of simple and well-illustrated sketches and photographs which depict opening, equipping and operating a population control clinic. Some fundamentals in first aid and sanitary measures are included.

Family Planning Thailand

METHODS OF FAMILY PLANNING. 1968. Four books each about 40 p. Prepared for the Thai Ministry of Health through a grant from the Ford Foundation. AID staff members may order from the Reference Library, Office of Population (TA/POP), AID/Washington.

This series of four books constitutes a manual to train midwives and nurses in family planning. Each book is a self-study text with questions and correct answers on each frame of material. Book one deals with "Introduction to Methods," Book two introduces and highlights the Loop, Book three describes oral pills and their effects on health, Book four summarizes the course. The entire series is in simple language, briefly stated and well-illustrated. A final examination also accompanies the course as a separate item.

Family Planning

A SELECTED BIBLIOGRAPHY. 1970, 28 p. Katharine Dexter McCormick Library, 810 Seventh Avenue, New York, N.Y. 10019. AID staff members may obtain copies from the Reference Library of the Office of Population (TA/POP) AID/Washington.

This general bibliography on population and family planning covers the following subjects: contraception, infertility, abortion, demographic research, family planning surveys, family planning programs, and poverty and family planning.

Family Planning

"A Sourcebook on Population." POPULATION BULLETIN, Vol. XXV, No. 5, November 1969, 51 pp. Published by the Population Reference Bureau, Inc., 1755 Massachusetts Aven., N.W., Washington, D.C. 20036.

Materials, including films and periodicals as well as printed materials, are classified under 20 different subject headings. There are brief annotations. Graduate training programs, libraries and information centers, private organizations and government-sponsored programs in the field of population and family planning are listed.

Family Planning

India
Adult Education

WORKSHOP ON LITERACY/POPULATION/FAMILY PLANNING EDUCATION. 1970, 91 p. plus appendices. Prepared for AID/Washington by the World Education Inc., 667 Madison Ave., New York, N.Y. 10021. Copies available without charge from World Education Inc., N.Y. and from World Education Asian Representative, Literacy House, Lucknow, India. AID distribution through the Information, Education and Communication Division, Office of Population.
ARC Catalog No.

A report on a Near East/South Asia/Far East workshop on relating literacy to family planning education held April 18 to May 2, 1970, in India. Describes the relationshop of this type of education to total social welfare programs, planning and organization of pilot projects, personnel, medical information, preparation of materials, the role of various agencies, especially schools and universities. Provides reports on five functional conference work groups, and on country proposals for pilot demonstration projects in Afghanistan, India, Iran, Philippines, Thailand and Turkey. Appendices contain the program of the workshop, roster of attendance, description of a hypothetical country's program, and a report on evaluation of workshop activities.

Health Training Methodology

Cavanaugh, P.L., and others, PILOT VOCATIONAL TEACHER TRAINING INSTITUTE IN DENTAL ASSISTING. August 1966 - February 1, 1967, 47 p. ERIC Order No. ED 011 052. Microfiche 9 cents, paper copy $1.88.

The report describes a 4-week summer program of teacher training for dental assistants, held for 20 participants who planned to teach dental assisting programs. The workshop was planned to help orient teachers and to prepare them for selected areas of professional education in dental teaching. Although evaluation measures were taken at the beginning and end of the training program, the authors do not make any recommendations.

HEALTH

Jelliffe, Derrick B. and F. John Bennett, HEALTH EDUCATION OF THE TROPICAL MOTHER IN FEEDING HER YOUNG CHILD. 1964, 26 p. Children Burea, U.S. Department of Health, Education and Welfare, Washington, D.C. Out of print, but reference copies may be in some libraries.

This pamphlet discusses malnutrition in early childhood and provides guidance to health offices and parents to prevent it. The authors point out several diagnostic methods and suggest basic and general principles for both breast feeding and bottle feeding. Other primary health precautions are also discussed.

A Series of Publications For Parents, Children's Bureau, Welfare Administration, U.S. Deparmtnet of Health, Education and Welfare, Washington, D.C. Available from Superintendent of Documents, U.S. Government Printing Office, Washington, D.C. 20402.

The U.S. Children's Bureau of HEW has issued a large number of clearly written and well illustrated pamphlets related to almost every facet of child care from prenatal treatment to juvenile delinquency. These could be very helpful in non-formal education of adults. Two are available in Spanish, and the cost per publication runs from ten to thirty-five cents. Some of the more applicable titles are:

PUBLICATIONS.....

4 Prenatal Care 20¢
8 Infant Care 20C
30 Your Child From 1 to 6 20¢
238 Home Play and Play Equipment 15¢
324 Your Child From 6 to 12 35¢
347 The Adolescent in Your Family 25¢
391 When Your Baby is On The Way 15¢
391 Mientras Su Bebe Esta En Camino (Spanish) 20¢
400 Your Baby's First Year 15¢
400 El Primer Año De Vida De Su Bebe (Spanish) 20¢
413 Your Child From 1 to 3 20¢

FOLDERS

8 Breast Feeding Your Baby 10¢
14 Foods Your Children Need 10¢
36 The Child Who Is Hard of Hearing 10¢
39 The Pres chool Child Who Is Blind 10¢
48 Accidents and Children 15¢
49 The Child With a Missing Arm or Leg 10¢
54 Your Preschool Child's Eyes 15 ¢

Manpower Development Vocational Education

Bussey, Ellen M. (Editor), MANPOWER AND EMPLOYMENT POLICIES FOR DEVELOPING COUNTRIES. 1966, 162 p. Prepared by the International Manpower Institutes of the U.S. Department of Labor for the Office of Labor Affairs, AID/Washington.
ARC Catalog No. 331, A265,7th.

A compilation of papers read at the 7th International Manpower Seminar, September/December, 1966 on concepts and strategies of manpower planning in international development. Discusses rationale and objectives of manpower planning, population growth, human resources, manpower supplies, education and training, and administrative framework for planning. The booklet reviews manpower policies and programs in the U.S., and provides a country case study.

Manpower Development

Harbison, Frederick, "Development and Utilization of Human Resources." TRANSITION. No. 12 and 13, Jan. 1968, 33-49 p. Published by National Interdepartmental Seminar, U.S. Department of States. May be borrowed from the Department of State, Foreign Affairs Research Documentation Center, Room 8642 NS; ask for No. FAR 5940.

The main thesis of this paper is that the United States can best help the less developed countries by concentrating the major portion of its resources available for assistance on strategic measures to enable these countries to develop and utilize their human resources effectively. The author suggests a systems analysis of this problem, discusses six elements which need to be covered in such an analysis, and concludes with a section on practical proposals.

Manpower Development

Adult Education
Skill Training

HUMAN RESOURCES: AN ANALYTICAL BIBLIOGRAPHY ON SELECTED ASPECTS OF THE PROBLEM. 1970, 124 p. Development Center, Organization for Economic Co-operation and Development, Paris.
ARC Catalog No.

This bibliography is devoted almost entirely to subjects in manpower planning in both the industrialized and developing nations, but it does include some references on manpower training and educational planning that relate to informal education. Contains a three-page bibliography.

Manpower Development

Tanzania
Agricultural Extension
Community Development

Hunter, Guy, MANPOWER, EMPLOYMENT AND EDUCATION IN THE RURAL ECONOMY OF TANZANIA. African Research Monograph No. 9. 1966, 40 p. UNESCO Publications Center, P.O. Box 433, New York, N.Y. 10016.
ARC Catalog No. TZ 370.9678, H945.

This monograph is concerned with educational and employment opportunities for a large segment of the population who have had little or no formal education at all. It deals with the expansion of opportunity for productive employment in the rural economy and how to make fruitful and not waste the existing investment in primary education which absorbs about half of the total educational budget. Of special interest in non-formal education are the sections on training, participation and self-help, and the school leavers.

Manpower Development Adult Education

Koschnick, Kay, THE WORLD OF WORK. 1969, 48 p. New Readers Press, Box 131, Syracuse, New York 13210. Price $1.25.
ARC Catalog No.

This booklet is designed to help the job-seeker where competition is tough for the new literate. It provides information on where to look for a job, how to look for one, how to read the ads, how to apply, the skill of job interviewing, and how to lose a job.

Manpower Development

Matthews, Howard A., "Continuing Training and Education During Working Life." Overall Country Survey No. 2 A. July, 1970, 10 p. Organization for Economic Co-operation and Development, Manpower and Social Affairs Directorate, 2, Rue Andre-Pascal, Paris, 16. Available from the Congressional Record, Nov. 16, 1970, pages E 9519-22.
ARC Catalog No. 374, M439.

This paper was presented at the International Conference on Continuing Training and Education During Working Life, July 7-10, 1970, Copenhagen, by Dr. Matthews, Director, Manpower Development and Training, U.S. Office of Education. He underscored the importance of life-long learning and its role in the adaptation of the individual to a changing, technologically-oriented society. While government, industry, unions and formal education patterns form the skeletal frame of the presentation, implicit is the need for re-orientation of educational programming in a highly industrialized society such as that of the U.S. to encompass all forms of training, re-training and less formal education to permit the individual to accomodate to social change.

Manpower Development

Mesics, Emil A., EDUCATION AND TRAINING FOR EFFECTIVE MANPOWER UTILIZATION. March 1969, 165p. School of Industrial and Labor Relations, Cornell, State University of New York, Ithaca, N.Y. 14850
Price $2.50
ERIC Accession No. 029 269.

This is an annotated bibliography with 109 items on general aspects of training, including the historical development of training and the identification of needs. It covers organizational planning and management development, specific training methods and techniques, audio visual aids, manpower planning and development, the evaluation of training programs and United States manpower policy.

Manpower Development

Olean, Sally J., CHANGING PATTERNS IN CONTINUING EDUCATION FOR BUSINESS. 1967, unpaged. The Study of Liberal Education for Adults, Boston University, 138 Mountfort Street, Brookline, Mass 02146. $2.00
ERIC Accession No. ED 012 428.

The books describes the efforts of business and educational establishments to set up special training programs for their employees and management. The author recommends closer cooperation between educational establishments and business organizations.

Manpower Development Adult Education

Schweitzer, Harvey, OCCUPATIONAL EDUCATION AND TRAINING FOR TOMORROW'S WORLD OF WORK. Number 6, Business, Labor and Other Private Programs. 1965, 4p. Ohio State University, 1659 North High Street, Columbus, Ohio. 43010.
ERIC Order NO. ED 014 547. Microfiche 25 cents, paper copy 24 cents.

The paper presents advantages of training programs in business and makes recommendations to rotate individuals in accordance with their interests and capabilities. It also emphasizes that training should be job-oriented and that training and earning should be considered as essential in ultimate goals for manpower development.

Manpower Development Latin America

SKILLS FOR PROGRESS. 1963, 29 p. Prepared for AID/Washington by H.B. Maynard and Co., Inc., Pittsburgh, Pa. 15212.
ARC Catalog No. LAT 331.11, M471.

A proposal for a training program to meet both the short and long-range skilled and middle-level manpower needs in Latin American countries.

Manpower Development

SUMMARIES OF MANPOWER SURVEYS AND REPORTS FOR DEVELOPING COUNTRIES 1958-68. June 1969, 230 p. Prepared by the U.S. Department of Labor, Bureau of Labor Statistics, under contract with Office of Labor Affairs, AID/Washington. For sale by the Superintendent of Documents, U.S. Government Printing Office, Washington, D.C. 20402. Price $1.75.
ARC Catalog No. 331.09, K23

A bibliography with detailed annotations of 226 selected manpower reports and surveys collected for the purpose of appraising and evaluating manpower activities in the developing countries. "A basis for planning of education and training programs," the summaries cover 64 countries for the period 1958 to 1968. They deal with the overall planning and implementation of a manpower development program, taking into consideration the economic, social, and political factors in the country.

Manpower Development Colombia

TOWARDS FULL EMPLOYMENT: A PROGRAMME FOR COLOMBIA, PREPARED BY AN INTERAGENCY TEAM ORGANIZED BY THE INTERNATIONAL LABOUR OFFICE. 1970, 471 p. International Labour Office, Geneva, Switzerland. ARC Catalog No. CO 331.1379861, I 61.

An extensive study of employment problems using Colombia as a pilot model project. Evaluates the political, economic and social aspects of rural and urban unemployment for a broad planning approach involving both national and international effort. Recommends both a short and long-term program dealing with education, taxes, housing agriculture, industry, trade, health, and handicrafts. Places major emphasis on rural education for children, adults and farmers; proposes the development of rural education centers especially in agricultural areas. The centers would have primary school teachers, agricultural extension workers, and an adult education teacher primarily responsible for functional literacy for the adults.

Manpower Development

Skill Training
Latin America

Weintraub, Leon, INTERNATIONAL MANPOWER DEVELOPMENT, A ROLE FOR PRIVATE ENTERPRISE IN FOREIGN ASSISTANCE. 1969, 103 p.
Frederick A. Praeger, 111 Fourth Ave., New York, N.Y. 10003.
Price $10.00
ARC Catalog No. 331, W424.

A study on the problems of manpower and human resources in international development and the importance of training in health, literacy, motivation and skills. Describes the role of AID and the U.S. private sector. Chapter 6 of this book is reprinted in CLA Intercambio magazine on training of Latin American adults by the U.S. private sector in large and small industry. Bibliography of nine pages.

Nursing Health

Fuerst, Elinor V. and LuVerne Wolff, FUNDAMENTALS OF NURSING: A PROGRAMMED UNIT. 1969, 446 p. Order from: J.B. Lippincott Company, P.O. Box 7758, Philadelphia, Pa. 19101. Price $7.75.

This textbook stresses the physiologic, pathologic and psychosocial bases for nursing. Chapter V discusses in length, nursing responsibilities in relation to other commonly prescribed therapeutic agents and measures.

Nursing

Sheriff, Dr. Hilla and G.S.T. Peeples, M.D., LESSONS FOR MIDWIVES. South Carolina State Board of Health, Revised March 1963. Reprinted by Peace Corps, 1967. 68 p. Available in the Peace Corps Library, Washington, D.C. 20525.

This pamphlet describes the role and duties of midwives, outlines the contents of the midwife's bag and discusses prenatal care. The publication is written in layman's language with adequate diagrams to illustrate the specific ideas presented. The pamphlet also discusses symptoms of pregnancy, first aid and emergency measures, and step-by-step procedure for the delivery and the afterbirth, including putting drops in the baby's eyes and filling out the birth certificate.

Nutrition

Jelliffe, Derrick B., CHILD NUTRITION IN DEVELOPING COUNTRIES: A HANDBOOK FOR FIELDWORKERS. 1969, 170 p. Office of War on Hunger, AID/Washington. For sale by the Superintendent of Documents, U.S. Government Printing Office, Washington, D.C. 20402. Price $1.00.
ARC Catalog No. 641.1, A265.

This book discusses the causes and recognition of malnutrition in childhood, and the possible preventive and curative measures to improve the nutrition of children in tropical, developing countries. The author outlines certain general principles and suggests guidelines regarding the scientific aspects of human nutrition. The book deals in detail with the human diet, the improvement of food supplies, cultural patterns and food, nutrition education, and the combatting of malnutrition. The appendixes include the National Research Council's recommended daily dietary allowances, the Weight for Age Table from Harvard Standards, Stuart and Stevenson (1959), specimen recipes for weaning foods, a description of a nutrition rehabilitation unit.

Nutrition Adult Education

PROCEEDINGS OF THE EASTERN AFRICAN CONFERENCE ON NUTRITION AND CHILD FEEDING. PASA No. AFR (HA) 15-69. May 19-23, 1969, 311 p. Sponsored by the Republic of Kenya and the Agency for International Development, Washington. Available from the Superintendent of Documents, U.S. Government Printing Office, Washington, D.C. 20402. Price $2.50. ARC Catalog No. AFR 641.1, E13.

This volume contains the papers, discussions, committee reports and recommendations of a conference on nutrition held in Nairobi, Kenya, which was attended by representatives from Botswana, Ethiopia, Kenya, Lesotho, Malawi, Somalia, Swaziland, Tanzania, Uganda, the United States, and Zambia, each of which submitted a report. Some non-formal aspects are covered under thematic presentations dealing with nutrition in health, agriculture, child feeding, education, industry and planning. There is emphasis on the teaching of rural mothers as a way of carrying the nutrition message to all elements of the population.

Nutrition Health

Santos, Walter J. and Jítia Dias Paes, (Editors), SCHOOL LUNCH BOOKLET. English and Portuguese editions available. 1963, 42 p. Ministry of Education and Culture, Government of Brazil, Rio de Janeiro. Reprinted by AID/Washington.
ARC Catalog No.

This well-illustrated booklet teaches methodology in establishing school feeding programs useful to government organizations, educational institutions, teachers and community workers. Provides objectives, financing information, how to organize and manage personnel, planning and sanitary controls.

Nutrition

Welbourn, H. F., NUTRITION IN TROPICAL COUNTRIES. 1963, 108 p. Oxford University Press, Amen House, London, E.C. 4. Out ot print, available in AID Reference Center.
ARC Catalog No. 641.107, W438.

This book concentrates on general problems of nutrition in developing countries. While this is not a training manual, it can be recommended as background material for those involved in non-formal nutrition education. Provides guidelines for planning nutrition education campaigns encompassing (1) the investigation of the nutritional needs of the area, social customs relating to food, assessment of economic and agricultural resources; (2) training of workers to carry out the program (local, national or international facilities); (3) methodology to be utilized.

Public Administration

Civic Education
Adult Education

Caldwell, Lynton K., IMPROVING THE PUBLIC SERVICE THROUGH TRAINING. November, 1962, 129 p. Prepared by the Institute of Training for Public Service, Indiana University, for the Public Administration Division, Office of Educational and Social Development, AID/Washington.
ARC Catalog No. 350.0007, C147.

This monograph was designed for officials in international technical assistance in training for public administration. It does not describe training methods, but sets forth principles and concepts that are basic to improving human resources needed in national administrative development. It contains chapters on determining training needs, organizing training facilities, measuring and evaluating training effectiveness, educational resources for public service training, and 11 pages on training information references.

Public Administration

Adult Education

DEVELOPMENT ASSISTANCE TO SCHOOLS AND INSTITUTES OF ADMINISTRATION IN DEVELOPING COUNTRIES. AID Bibliography Series: Development Administration No. 4. July 15, 1969, 7 p. Prepared by the Development Administration Division, AID/Washington.
ARC Catalog No. 016.35007, A265.

A selected list of references for AID technicians on the planning and establishing of schools and institutes of administration in developing nations. Contains sections on institution building, development doctrine, enlisting support, combining public and business administration, staff development, curriculum, and in-service training. Lists references from 15 countries.

Public Administration

Manpower Development
Civic Education

Emmerich, Herbert, A HANDBOOK OF PUBLIC ADMINISTRATION: CURRENT CONCEPTS AND PRACTICE WITH SPECIAL REFERENCE TO DEVELOPING COUNTRIES, ST/TAO/M/16. 1961, 126 p. Department of Economic and Social Affairs (Division for Public Administration), United Nations, New York, N.Y. Order from: United Nations Publications, Room 1059, United Nations, N.Y. 10017. Sales No. 61.II.H2. Price $1.25.
ARC Catalog No. 354.U58.

This is a handbook to evaluate, summarize and present in non-technical language the general consensus of many observers concerning concepts and practice of public administration, particularly as related to the developing nations. Contains chapters to guide the advisor in organization, methods and material, personnel administration, career service, supervision and training, decentralization, public enterprises, finances, research and planning, decision-making, public relations and reporting, and technical assistance.

Public Administration Management Training

HANDBOOK OF TRAINING IN THE PUBLIC SERVICE. UN Sales No. 66.II.H.1. 1966, 276 pp. Department of Economic and Social Affairs, Public Administration Branch, United Nations. Order from: United Nations Publications, Room 1059, United Nations, N.Y. 10017. Price $4.00. ARC Catalog No. 350.0007, U58.

This booklet examines the essential principles of training and gives a summary of significant practical experience for improving the public service. Although primarily directed toward formal education, there are substantial portions devoted to non-formal training such as the chapter on the scope and content of in-service training including training imparted by informal guidance on the job. Other chapters deal with: pre-entry preparation of civil servants, organization for training, planning training programs, operational problems, methods and materials.

Public Administration Management Training

Robinson, Mary E., EDUCATION FOR SOCIAL CHANGE: ESTABLISHING INSTITUTES OF PUBLIC AND BUSINESS ADMINISTRATION ABROAD. May, 1961, 90 p. Prepared by The Brookings Institution, Washington, D.C. for the Public Administration Division, International Cooperation Administration/Washington. ARC Catalog No. 350.0007, R. 66.3.

There are many institutes sponsored by the governments of developing nations that carry on extensive non-formal education programs in public administration such as short courses, seminars and other types of on-the-job training. This is a report based on a conference on public affairs, October 31 - November 2, 1960, to aid in the development of institutional facilities for training and education. It covers the needs of host nations, priorities of human resource development, early planning, the contractor and host country elements, and operational responsibilities of university contractors. Contains a five-page bibliography.

Public Safety

A POLICE EXECUTIVE DEVELOPMENT PROGRAM. NO. OLEA--075. 1968, 122 p. Florida Institute for Law Enforcement, St. Petersburg Junior College, St. Petersburg, Fla.
ERIC Order NO. ED 023 042. Microfiche 50 cents, paper copy $6.20.

This non-formal course, which provided for contact periods spread over eight months, was devised for 36 law enforcement administrators. A final retraining session was held in the 12th month. Behavioral changes in the participants resulted in improvements in their departments.

Rural Development

Community Development

Azim, M., A BIBLIOGRAPHY OF ACADEMY PUBLICATIONS [illegible] - 69. April 1970, 48 p. Pakistan Academy for Rural Development, Peshawar, Pakistan. Price 40 cents.
ARC Catalog No. PK016.30135,A995

This annotated bibliography lists 101 publications which can help in facilitating information and understanding about the nature, evolution, operations and results of community and rural development in Pakistan. It contains 39 items on training, 38 on research, and the remainder on seminar reports, workshops, conferences and other categories. All are in English except for nine in Urdu.

Rural Development

Ghana

Agricultural Education

Lewis, L. J., THE SCHOOL AND THE RURAL ENVIRONMENT. No. C R E (70) LEAD/I. 1970, 10 p. Commonwealth Conference on Education in Rural Areas, University of Ghana, Legon.
ARC Catalog No. 370.19346, L 674.

A talk by Professor Lewis, head of the Department of Education in Tropical Areas, London University Institute of Education, on the need to adapt schooling to local environmental conditions. He explains how the village and district should be the focal point of all educational effort, and at the same time, the adult community itself will have to be educated to respond with understanding cooperation. Emphasis is on agriculture, but the importance of social and economic factors is also stressed.

Teacher Education Africa

Carley, Verna A., AFRICAN WOMEN EDUCATORS PROJECT REPORT. May, 1962, 148 p. Office of Institutional Development, Bureau for Africa and Europe, AID/Washington.
ARC Catalog No. AFR 376.96 C279.

The project consisted of two regional workshops for educators from fourteen English speaking countries in Africa, followed by a three-months study tour by 16 workshop members. The report provides a description of the workshops in Africa, a summary of the tour in the U.S. with reactions of the delegates, and reports from the ministries of education of each country on the education of women and girls.

Teacher Education Thailand

Hatch, Professor Raymond N., SELF-STUDY AS AN APPROACH TO EDUCATIONAL PLANNING IN THAILAND. 1970, 80 p. Prepared by the Institute for International Studies In Education, College of Education, Michigan State University, East Lansing, Michigan, for USAID/Bangkok, Thailand. Free
ARC Catalog No. TH 373.09593,H361.

This is a useful report on the self-study method as a means of developing teacher professional competence in secondary education. Nine study groups of teachers were formed to "self-study" their own problems in such areas as economic and human resources, social and philosophical bases, objectives, curriculum, and others. This is a follow-up report on "Current and Projected Secondary Education Programs for Thailand: A Manpower and Educational Development Planning Project - 1966".

Teacher Education

Normington, Louis W., TEACHER EDUCATION AND THE AGENCY FOR INTERNATIONAL DEVELOPMENT. Contract AID/csd 1811. 1970, 186 p. Prepared for AID/ Washington by the American Association of Colleges for Teacher Education, One Dupont Circle, Washington, D.C. 20036.
ARC Catalog No. 370.71, N 851.

Describes the extent of A.I.D. activity in teacher education in the developing countries, types of assistance given, institutions involved, operational methods used, difficulties encountered, elements contributing to success or failure of programs in progress in 1967. Provides case studies in 16 countries, giving background, objectives, major activities, types of training and other data useful for future study and analysis. Contains an eight-page bibliography.

Vocational Education (Outside Schools) Adult Education

Warren, Hugh, VOCATIONAL AND TECHNICAL EDUCATION: MONOGRAPHS ON EDUCATION. 1967, 222 p. UNESCO order from: UNESCO Publications Center. P.O. Box 433, New York, N.Y. 10016. Price $4.00.

This is a comparative study of the adult vocational education system in ten European countries. Apprenticeship training, evening class programs and vocational education for women are also discussed as part of non-formal education.

Youth Programs

BREAKTHROUGH FOR DISADVANTAGED YOUTH, 1969, 253 p. Order from: Superintendent of Documents, U.S. Government Printing Office, Washington, D.C. 20401. $2.00
ERIC order No. ED 035 805. Microfiche $1.00, paper copy not available.

This book evaluates 55 experimental demonstration projects conducted between 1963 and 1966 in 18 states and the District of Columbia under the Manpower Development and Training Act of 1962. Approaches are noted which might be applicable elsewhere, and alternatives are suggested.

Youth Programs

Vocational Education
Skill Training

INTERNATIONAL YOUTH LEADERSHIP COURSE. Contract AID/csd-805. 1966, 22 pp. plus appendixes. Prepared for the Office of International Training, AID/Washington by Sports International & Youth For Development in cooperation with U.S. Forest Service Training Center, Continental Divide, New Mexico. Available only in AID Reference Library.
ARC Catalog No. 369.4, S764.

This is a report on the third International Youth Leadership Training Course conducted July 9 to September 9, 1966, to teach about 50 foreign youth basic construction skills, how to teach physical fitness, and administration of a national youth service corps program. Describes "learning while doing" methods with chapters on training program schedules, field-work projects, educational weekend field trips, with 11 pages of biographical and other appendixes.

Youth Programs

Korten, David C. and Frances F. Korten, "Ethiopia's Use of National University Students in a Year of Rural Service". Reprinted from COMPARATIVE EDUCATION REVIEW, October 1966, p. 482-492.
ARC Catalog No. 374.963, K85.

This is an evaluation of Ethiopia's special education project which called upon students to interrupt university training for one year and serve as teachers in rural areas. Although at first most students felt that this was an imposition, their opinions changed to a positive reaction soon after they began the program. The final result indicates success of the project.

Youth Programs

Social Change
Participant Training

LEADERSHIP TRAINING COURSE FOR THE YOUTH OF CENTRAL AMERICA, PANAMA, AND THE DOMINICAN REPUBLIC: REPORT SERIES. Contract No. AID/la-209 (Regional). 1964-1967. Prepared by the Inter-American Center, Institute of Human Relations, Loyola University, New Orleans, Louisiana, for AID/Washington.

ARC Catalog No. 374.013, L 923l

This series consists of: a Feasibility Study, 18 individual Seminar Reports, one Annual Review, and an Evaluation Study. These documents give a full account of the effort made by the Inter-American Center in conducting 18 separate six-week seminars. These seminars, dealing with the nature of political, economic, and social change,were aimed directly at developing the knowledge, skill, attitudes and values emerging leaders must possess to enable them to understand, formulate, interpret, articulate, and direct programs of social and economic development as a means to confront the problems of transition from a traditional to a modern society. The reports explain how these goals are pursued by means of lectures, project analysis, group discussion, sensitivity laboratory sessions in the area of group dynamics and leadership techniques, reading assignments, study trips, and unstructured activities (tours, receptions, parties, family visits, social and cultural events, sporting events, etc.). Another important aspect of the seminar - that of developing clearer concepts and a realistic understanding of the cultural, economic, and political life of the United States - is thoroughly examined.

Youth Programs

Adult Education
Civic Education

"Programs for Youth Service," a section in the DEVELOPMENT DIGEST, Vol. V, No. 3, October 1967, p. 93-114. Prepared for AID/Washington by the National Planning Association. Order from Superintendent of Documents, U.S. Government Printing Office, Washington, D.C. 20402. Single copy 75 cents.
Reference copy in the AID Reference Center.

This particular section contains the following four articles:

(a) Rossilion, C., "Youth Services: A Survey of Experience." A brief, general survey of employment-creating programs for youth in many countries.

(b) Korten, David C. and F. Frances, "The Ethiopian University Service." University degree students must serve one year as teachers in the rural areas to help combat the teacher shortage.

(c) Roekasah, E.A. and D.H. Penny, "Bimas: Agricultural Students as Extension Agents." In Indonesia, third and fourth year university agricultural students work as extension agents to help farmers improve their rice yields.

(d) Uhlig, Christian, "The Scope for a Youth Labour Service." A broad view of youth services in developing countries concludes that considerable positive results in economic terms can be achieved.

Youth Programs Social Change

SUGGESTED YOUTH DEVELOPMENT PROGRAM MODELS AND ACTIVITIES: OEO GUIDANCE. May 14, 1970, 18 p. Office of Economic Opportunity, 1200 Nineteenth Street, N.W., Washington, D.C. 20506.

This memorandum outlines the ways in which youth can teach other youth, and points out that youth councils should have the capability of sponsoring meaningful job training programs. Neighborhood development programs are cited together with health programs, economic enterprises, housing rehabilitation and construction, and police - youth relations.

Youth Programs

4-H Clubs
Rural Development

YOUTH LEADERSHIP IN RURAL DEVELOPMENT: REPORT OF THE 1968 INTER-AMERICAN RURAL YOUTH LEADERS' CONFERENCE. 1968, 136 p. The Inter-American Rural Youth Program, Apartado 3307, San Jose, Costa Rica. Copies available from Costa Rica or National 4-H Club Foundation, 7100 Connecticut Avenue, N. W., Washington, D. C. 20015
ARC Catalog No. LAT 630.717 I61b.

This report describes the proceedings of the Sixth Inter-American Rural Youth Leaders' Conference in San Salvador, El Salvador in 1968 attended by 96 participants from 18 countries of the Americas and the Caribbean. This conference was sponsored by the Salvadorean national government, the Organization of American States, AID, the Inter-American Rural Youth Program, the American International Association, the U. S. Department of Agriculture, the National 4-H Club Foundation, and others. The conference was both an evaluation session to examine the progress made in rural youth club programs since 1966 and a meeting to consider further actions that would promote the expansion and improvement of rural youth club work in the Americas. It presents the recommendations of the conference regarding the training of rural youth club personnel and volunteer leaders, agrarian reform and rural youth programs, information services, resource development, club organization, exchanges and technical assistance, and food production projects.

Youth Programs Social Change

YOUTH TUTORING YOUTH PROGRAM: OEO GUIDANCE. May 28, 1970, 5 p. Office of Economic Opportunity, 1200 Nineteenth Street, N.W., Washington, D.C. 20506.

This guidance leaflet suggests a program in which young people teach other young people. The program is supported by the Office of Education as part of its "Right to Read" campaign. The appendix contains a success story reported by Mary Conway Kohler to the National Commission on Resources for Youth. The report shows that teenagers in some areas have succeeded in achieving the program's objectives.

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